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THE DEPARTMENT OF MUNICIPAL AFFAIRS

TWENTY-SIXTH ANNUAL REPORT

For the year ending December 31 - 1959.

The Department of
Municipal Affairs,
Annual Report, 1959.

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GENERAL ACTIVITIES OF
THE DEPARTMENT OF MUNICIPAL AFFAIRS

The general principle underlying the operations of the Department of Municipal Affairs is to provide Ontario municipalities -- some 977 in number -- with advice and direction when requested to do so by the municipalities, to give close supervision to newly established municipalities which are placed under the supervision of the Department, and to administer such Acts of the Legislature related to municipal operations as are specifically given to its charge.

The Department was originally organized in 1935 to take over the actual supervision of some 39 defaulting municipalities, all of which have since recovered their financial standing. However, in the meantime, the scope of the Department's activities has broadened as municipal affairs have become more and more complex until at the present time problems involving practically every phase of municipal administration are continually referred to the Department for advice and guidance, both by elected and by appointed municipal officials.

The Honourable Wm. K. Warrender, Q.C., was sworn in as Minister of Municipal Affairs on November 1st, 1956.

Mr. J. W. P. Carter, B.A., was appointed Deputy Minister of this Department on September 1st, 1958.

BRANCHES AND DIVISIONS OF THE DEPARTMENT

The Department is divided into:

1. Municipal Administration Branch
2. Municipal Assessment Branch
3. Municipal Auditing and Accounting Branch
4. Main Office Branch
5. Development and Special Projects Branch

The Minister of Municipal Affairs is charged with the
administration of:

1. The Ontario Municipal Board
2. The Municipal Advisory Committee

DUTIES OF BRANCHES AND DIVISIONS

1. Municipal Administration Branch & Development and Special Projects with Respect to Municipalities within their jurisdiction
 - (a) Complete Supervision of Defaulting Municipalities
 - (b) Formation and Supervision of Improvement Districts
 - (c) Payments to Designated Mining Municipalities
 - (d) Special Programme of Federal Provincial Assistance to Municipalities to Stimulate Employment
 - (e) General Assistance
 - (f) Departmental Approval of the following:
 - 1) Municipal pension plans
 - 2) Special municipal undertakings
 - 3) Federation of Agriculture rates
 - 4) Licensing of salesmen
 - 5) Annual allowances for local boards
 - 6) Remuneration of police village trustees
 - 7) Security furnished by municipal officers
 - 8) Publication of statements of revenues and expenditures
 - 9) Yearly municipal estimates
 - 10) Reserve funds
 - 11) Contributions re expenses incurred by corporation re proposed subdivision of land
 - 12) Forms of notices, by-laws, etc.
 - 13) Acquiring or disposing of industrial sites
 - 14) Tax on mine or mining work
 - 15) Salary of Members -- Independent Parking Authority
 - 16) Destruction of Records
 - 17) Powers of Township to Assess on Basis of Gross Receipts
 - (g) Administrative Assistance to Municipalities
 - 1) General, advisory and administrative
 - 2) The Closing of Roads
 - 3) Municipal Courses
 - 4) Tile Drainage
 - (h) Tax Registration

DUTIES OF BRANCHES AND DIVISIONS (cont'd.)

2. Municipal Assessment Branch

- (a) Organization of Branch
- (b) Equalization Factors
- (c) Equalization of Assessment and The Homes for the Aged Act
- (d) Valuations of Ontario Government and Ontario Hydro Property
- (e) Designated Mining Municipalities
- (f) Establishing a basis of equalized assessment throughout Ontario
- (g) County Assessment System
- (h) Special projects
- (i) General assistance to municipalities in assessment problems
- (j) Approval of by-laws

3. Municipal Auditing and Accounting Branch

- (a) Improvement of Municipal auditing and practices
 - 1) Licensing of auditors
 - 2) Improvement of auditing procedures
 - 3) Study of municipal audit reports
 - 4) Visits to municipal accounting departments
 - 5) Lectures at municipal courses, etc.
 - 6) Assist new municipalities to set up original accounting records
- (b) Preparation and publication of municipal statistical data
 - 1) The Annual Report of Municipal Statistics
 - 2) The Municipal Directory
- (c) Verification of claims for subsidies and grants
 - 1) Unconditional grants
 - 2) Payments in lieu of taxes

4. Main Office Branch

- (a) Personnel
- (b) Accounts and Payrolls
- (c) Records and Mail Section
- (d) Research
- (e) Fox Bounties
- (f) Departmental Library

DUTIES OF BRANCHES AND DIVISIONS (cont'd.)

5. The Ontario Municipal Board

The Activities of this body are laid down in The Ontario Municipal Board Act and are so numerous as to form a separately published report.

6. The Municipal Advisory Committee

This is a Committee composed of a chairman and 5 members from different municipalities across Ontario, the duty of which is to advise the Minister of Municipal Affairs on all questions related to municipalities.

The Department of
Municipal Affairs,
Annual Report, 1959.

THE MUNICIPAL ADMINISTRATION BRANCH

The Department of
Municipal Affairs,
Annual Report, 1959.

THE MUNICIPAL ADMINISTRATION BRANCH

THE MUNICIPAL ADMINISTRATION BRANCH

Composition of Branch

This Branch is comprised of a Director, 4 Supervisors and 2 Principal Clerks, together with the requisite stenographic and clerical staff.

(a) Supervision of Municipalities

One of the primary functions of the Branch is the supervision of those municipalities which have been placed under Part III of The Department of Municipal Affairs Act.

Municipalities under this control are those which defaulted in payment of their contracted debts, as well as the Improvement Districts which automatically come under this Part of the Act until they have matured to the point of independence and have been released from supervision.

The supervision of a municipality is very minute, and the approval of the Department is required to every action of Council. Particular attention is given to financial activities and to the legality of all council's actions. The main objective in the case of a supervised municipality is the successful refunding of the municipal the building of sufficient reserves, to enable it to operate without excessive bank borrowings when the Ontario Municipal Board releases it from supervision.

Since 1932 thirty-nine municipalities other than school boards, have been placed under this direct supervision. However, in 1956 the last of these municipalities and school boards were released from supervision.

The following is a complete list of the municipalities and school boards which were placed under the supervision of the Department.

THE MUNICIPAL ADMINISTRATION BRANCH (Cont'd.)

MUNICIPALITIES AND SCHOOL BOARDS WHICH HAVE BEEN
UNDER SUPERVISION

	Name	Date of Default	Date of Board's Order Placing under Supervision	Effective date of Plan or Agreement	Date of Board's Order Approving refunding plan or agreement	Date of Board's Order removing from Supervision
<u>CITIES:</u>						
Niagara Falls		12/33	5/3/35	1937	19/5/39	25/7/41
North Bay		--	20/12/35	---	29/6/37	25/7/41
Sudbury		1/10/33	21/6/35	1937	29/6/37	25/7/41
Windsor		--	23/11/32	1/1/38 (13/45 (1/11/37 (15/12/37 (7/9/38 (18/5/45	14/4/37 15/7/37	9/7/41
<u>VILLAGES:</u>						
Long Branch		12/32	25/3/33	22/9/39	12/10/39	10/10/41
<u>TOWNS:</u>						
Blind River		7/35	19/11/35	30/6/39	16/10/39	28/4/55
Collingwood		1/2/38	10/2/39	1/12/39	15/4/40	10/10/41
Eastview		5/35	17/5/35	1/9/42	21/10/42	6/5/47
Essex		10/12/32	17/5/33	1/12/40	3/2/41	1/1/50
Fort Erie		1/9/34	27/12/34	1/10/39	4/12/39	10/10/41
Haileybury		1/7/42	29/7/42	1/9/45	19/11/45	12/2/53
Hawkesbury		10/32	15/6/33	1/10/44	18/12/44	21/8/56
Kingsville		6/34	21/6/35	23/3/38	3/8/38	10/10/41
LaSalle		18/4/32	28/6/32	1/10/39	14/5/40	21/8/56
Leamington		5/34	8/7/35	23/12/37	12/3/38	10/10/41
Leaside		7/33	18/6/35	26/5/37	10/37	25/7/41
Midland		1/9/34	10/12/34	24/11/38	14/11/38	10/10/41
Mimico		1/3/33	19/4/33	1/10/38	10/38	10/10/41
New Toronto		1/10/33	5/2/35	1/10/38	18/8/39	10/10/41
Pembroke		3/34	20/3/34	8/6/38	12/10/38	10/10/41
Penetang		1/12/34	27/12/34	31/8/39	16/10/39	10/10/41
Rainy River		1/12/36	22/11/40	1/1/41	17/2/41	22/5/52
Riverside		3/11/31	4/5/32	-- 1/9/40	31/3/47 28/1/41	21/8/56
Rockland		9/33	19/9/33	--	--	1/1/55
Sturgeon Falls		1/3/33	24/7/36	12/45	--	12/2/53
Tecumseh		14/12/31	13/4/32	1/7/42 1/3/41	17/12/42	21/8/56
Thorold		1/5/34	14/5/35	13/11/38	18/12/39	10/10/41
Trenton		10/1/34	18/6/36	1937	--	25/7/41
Weston		1/7/34	16/2/35	23/6/38	14/2/40	7/10/41
<u>TOWNSHIPS:</u>						
Calvert		12/33	7/6/35	1937	1/11/37	1/12/41
Dysart et al		10/32	8/8/35	--	--	25/7/41
East York		1/10/33	29/11/33	1/12/39	30/4/40	6/10/41
Etobicoke		6/33	9/7/35	1938	6/1/38	25/7/41
North York		1/12/33	1/2/35	31/12/37	--	25/7/41
Scarborough		15/12/32	15/12/32	1/12/39	22/12/39	23/10/41
Sandwich East		20/10/31	4/5/32	(20/11/39) (1/5/46)	2/10/40 23/12/46	21/8/56
Sandwich West		1/12/31	4/5/32	1/10/39	14/5/40	21/8/56
Teck		1/3/43	17/11/43	1/7/44	18/7/44	15/11/50
York		1/10/33	10/11/33	1/12/39	21/12/39	11/9/41
<u>SCHOOL BOARDS:</u>						
Windsor R.C.Sep.		1/2/33	23/11/32	1/1/43	3/12/43	6/5/47
Ottawa R.C.Sep.		1/8/42	11/8/42	1/9/45	19/11/45	6/5/47
Tecumseh RC Sep		15/5/31	13/4/32	1/12/50	10/3/51	21/8/56
Sturgeon Falls R.C. Sep.		3/33	--	16/10/51	--	13/2/53
Blind River R.C. Sep.		8/10/36	--	29/3/50	--	28/4/55

THE MUNICIPAL ADMINISTRATION BRANCH (Cont'd.)

(b) Formation and Supervision of Improvement Districts

Over one hundred years ago, under the Baldwin Act of 1849, municipalities were incorporated and struggled along on their own -- in many cases neglecting even to inform the Provincial Government of their changes in status.

In 1944 in an effort to encourage orderly and more efficient municipal development -- with an eye particularly on Northern Ontario -- provision was made for a short intermediate or tutelage stage.

According to The Municipal Act, R.S.O. 1950, Chapter 243, The Ontario Municipal Board, upon the application of the Department or upon a petition of inhabitants may, under specified conditions, incorporate the inhabitants of a locality as an Improvement District. An Improvement District is, of course, directly under the supervision of the Department.

One of the first things the Department does, when an Improvement District is incorporated, is to recommend to the Lieutenant-Governor in Council three persons to become Trustees. Usually, if possible, these are residents of the District and are selected from different walks of life.

These Trustees with respect to the Improvement District are the members of every local board within the meaning of The Department of Municipal Affairs Act except the local Board of Health, the Separate School Board and the High School Board of a High School District, where the High School District comprises more area than the Improvement District itself.

An Improvement District is designated a town, a village or a township municipality. Departmental supervision affects every action taken by the Board of Trustees. All by-laws, all disbursements, the annual budget estimates, etc., must be approved by the Department.

Assistance and advice prior to the incorporation often requires visits to the area as well as consultations with other government departments. Such details as declarations of office, oaths of allegiance and a great number and variety of by-laws, books of accounts, etc., are all prepared by the Department so that the new municipality may operate properly and efficiently from incorporation.

THE MUNICIPAL ADMINISTRATION BRANCH (cont'd.)

(b) Formation and Supervision of Improvement Districts (cont'd.)

However, even though the Improvement District is under the supervision of the Department, the Board of Trustees has the same authority as a municipal council and has the same obligations to meet on behalf of the corporation as if it were a council.

When an Improvement District is incorporated it is expected that as soon as practicable a change will be made in its municipal classification, thereby providing administration by representatives elected by the ratepayers.

Since 1943 thirty Improvement Districts have been incorporated. Of these four have become townships - Mountjoy, Atikokan, Cardiff and Terrace Bay, at midnight on April 14th, 1951, at midnight on December 31st, 1953, on January 1st, 1958 and on July 1st, 1959, respectively. On July 1st, 1949, Wasaga Beach became a village, while on the respective dates of January 1st, 1955 and January 1st, 1959, the Improvement Districts of Ajax and Deep River became towns.

On the first day of January, 1959, the Improvement Districts of White River was incorporated.

The following is a list of the Improvement Districts showing their incorporation dates and their assessed populations, as well as the names of their officials.

IMPROVEMENT DISTRICTS

Name	Date Erected	Assessed Population	Chairman	Vice-Chairman	Member	Secretary - Treasurer	
						Name	Address
Balmertown	October 2, 1950	1,479	O.J. Matthews	E. E. Pine	V. J. Fulton	W. R. B. Trow	Balmertown, Ont.
Beardmore	May 1, 1945	1,137	T. Kelly	J. Katajamaki	N. Kilborn	R. Nylund	Beardmore, Ont.
Cameron	July 31, 1944	196	W. McMartin	C. Blair	D. P. McMeekin	Mrs. A. Blair	Mattawa, Ont.
Bicroft	January 1, 1958	1,257	J. D. Rowlands	J. M. Thompson	P. S. Cross	J. D. Rowlands	Cardiff, Ont.
Dorion	January 1, 1951	475	J. Gardner	B. Broughton	E. Morency	J. Symington	403 Grenville Ave., Pt. Arthur
Elliot Lake	September 1, 1955	24,887	R. C. Hart	F. Futterer	R. M. Sneyd	P. L. Brown	Elliot Lake, Ont. (Sec.)
Gauthier	May 31, 1945	244	H. Botsford	J. P. Ford	J. Kluchka	J. P. Ford	Dobie, Ont.
Gladstone	January 1, 1957	812	Wm. Beharriell	S. W. Tulloch	H. Allen	Mrs. A. Eaket	Iron Bridge, Ont.
Kendry	October 12, 1954	1,121	F. Bordeleau	T. Moore	A. Landry	R. R. Turgeon	Smooth Rock Falls, Ont.
Kingham	January 1, 1952	65	W. Van Clieaf	H. G. Farstad	D. Burdick	Mrs. L. Belonoha	Wavell, Ont.
Kingsford	September 1, 1944	104	R. Alexander	C. Smith	E. Smith	E. Spicer	R. R. #2, Emo, Ont.
Longlac	January 1, 1952	953	R. B. Loughlan	N. C. Skinner	F. F. Lemieux	V. T. Goods	Box 336, Longlac, Ont.
Manitouwadge	November 1, 1954	2,373	W. Harrison	H. H. MacDonald	R. S. Hafidson	P. Radford	Manitouwadge, Ont.
Marathon	December 31, 1946	2,425	L. D. Irwin	E. R. Marston	J. T. Stitt	L. D. Irwin	Marathon, Ontario.
McGarry	July 1, 1946	2,969	V. W. Slater	L. E. Locke	R. F. Pugliese	J. M. Blevins	Virginiatown, Ont.
Nakina	January 1, 1957	723	A. Lingman	N. Aubry	J. Popovich	O. Salmonson	Nakina, Ont.
Onaping	January 1, 1956	999	E. G. Jarvis	M. J. Poupore	T. V. Flaherty	H. Bondett	Onaping, Ont.
Red Rock	July 14, 1945	1,614	K. G. LaBerge	R. Roy	O. Inget	A. Phillips	Red Rock, Ont.
Red Lake	January 6, 1955	2,169	H. W. Hughes	K. McDougall	J. L. McEwan	J. J. McLean	Red Lake, Ont.
Renabie	September 1, 1947	423	J. J. Noble	M. L. Brown	R. L. Scott	R. L. Scott	Renabie, Ont.
Sioux Narrows	August 31, 1944	332	C. Gaudry	J. Hagen	G. Dion	Mrs. E. Larson	Sioux Narrows, Ont.
Val Albert	December 31, 1954	2,381	E. Newton	M. Gauthier	T. Tremblay	J. J. Trottier	Val Albert, Ont.
White River	January 1, 1959	727	N. Bracci	E. Linklater	R. Parent	R. Mealey	White River, Ont.

THE MUNICIPAL ADMINISTRATION BRANCH (Cont'd.)

(c) Payments to Designated Mining Municipalities

In 1952 Section 33a of The Assessment Act was enacted by the Legislature to enable the Minister of Municipal Affairs to make regulations in respect to mining municipalities.

In 1952 thirty-one municipalities were designated by regulations as "mining municipalities" and since that time two, six, one, twelve and four municipalities were designated in the years 1953, 1955, 1956, 1957 and 1958 respectively, making a total of fifty-six, all of which received a mining revenue payment in 1959.

Revised Regulations

In 1958 The Minister issued revised regulations. These were amended in 1959 to meet changing conditions in the municipalities, and as a result of these changes mining revenue payments increased. Due to the extensiveness of the regulations it is impractical to reproduce them fully in this report. However, a brief summary follows:

Interpretations

As a result of experience it was necessary to interpret a number of terms used in the regulations, and the terms defined therein are as follows:

- (a) "adjusted mill-rate"
- (b) "total of all estimates approved for grant purposes"
- (c) "approval of the Minister"
- (d) "equalized assessment"
- (e) "local board"
- (f) "mining employee"
- (g) "municipality"
- (h) "municipal mines assessment"
- (i) "register"
- (j) "mine or mineral work"

List of Designated Mining Municipalities

For the purposes of these regulations the following are designated as mining municipalities:

- (a) the city of Sudbury,

THE MUNICIPAL ADMINISTRATION BRANCH (Cont'd.)

(c) Payments to Designated Mining Municipalities (cont'd.)

- (b) the towns of Blind River, Caledonia, Capreol, Chelmsford, Cobalt, Geraldton, Haileybury, Levack, Matheson, Ojibway, Timmins.
- (c) the villages of Bancroft, Hagersville, Marmora.
- (d) the townships of Atikokan, Balfour, Belmont and Methuen, Black River, Blezard, Bucke, Capreol, Cardiff, Coleman, Dowling, Drury-Denison-Graham, Falconbridge, Faraday, Hagar, Hanmer, Larder Lake, Marmora and Lake, Matachewan, McKim, Michipicoten, Mountjoy, Neelon and Garson, Oneida, Playfair, Rayside, Ross, Seneca, Teck, Tisdale, Waters, Whitney.
- (e) the Improvement Districts of Balmertown, Beardmore, Bicroft, Elliot Lake, Gauthier, Manitouwadge, McGarry, Onaping, Red Lake, Renabie.

Computation of Payment

The general principle is that the annual payment to each mining municipality is the total of \$45.00 for each resident mining employee working outside the municipality plus the amount resulting from applying the "adjusted mill-rate" to the "municipal mines-assessment" of the municipality. However, within certain limits the Minister may reduce or increase any payment.

The closing of a mine is a very serious matter in a community. Where the last operating mine in a mining municipality closes down the payment is not computed according to standard regulations but according to a special scale of reductions extending over five years.

Conditions of Payment

Where a mining municipality does not comply with the regulations or does not obtain the approval of the Minister to a number of specified items the Minister may withhold the whole or any part of a payment from the municipality. When the municipality complies with the regulations and obtains the necessary approvals within the year in

THE MUNICIPAL ADMINISTRATION BRANCH (Cont'd.)

(c) Payments to Designated Mining Municipalities (cont'd.)

Conditions of Payment (cont'd.)

respect of which the payment is computed, the Minister shall make the payment withheld.

The Minister shall have access at all times to all records, vouchers, etc. of a mining municipality and may audit and copy the same or any part thereof

Where in any year the amount voted by the Legislature for the payments under these regulations is insufficient to make the payments in full, the Minister may make a pro rata reduction.

Equalization of Assessment

For the purpose of making uniform the methods of preparing assessment rolls in mining municipalities and for ascertaining whether the valuations of real property made by the assessor of each mining municipality bear a just relation one to another, the Minister may supervise the assessment and advise the assessors.

The Minister may ascertain whether the values of all lands and buildings and the amounts of business assessments as set down in the assessment roll or rolls of a mining municipality bear a just relation one to another.

In order to make a just distribution of payments between mining municipalities the Minister may in each year with respect to each municipality equalize the real property assessments and the business assessments upon which the current year's taxes are to be levied.

Tabulation of Mining Employees

In each year the assessor of a mining municipality shall record the name of every mining employee residing in the municipality together with the location of his work. From this data the clerk submits a return to the Minister showing the number of mining employees residing in and working in the municipality, and residing in and working outside the municipality. The Minister may agree on the total number of non-resident employees in the municipality after consulting authoritative sources for verification, including the Ontario Mining Association.

THE MUNICIPAL ADMINISTRATION BRANCH (Cont'd.)

(c) Payments to Designated Mining Municipalities (cont'd.)

Tabulation of Mining Employees (cont'd.)

The following is a summary of payments made in 1959
showing a comparison of payments made in the years 1954, 1955, 1956,
1957 and 1958.

THE MUNICIPAL ADMINISTRATION BRANCH CONT'D.
PAYMENTS TO DESIGNATED MINING MUNICIPALITIES CONT'D.

	<u>1954</u>	<u>1955</u>	<u>1956</u>	<u>1957</u>	<u>1958</u>	<u>1959</u>
(d) The Townships of: Cont'd.						
Hagar	\$ -	\$ -	\$ 720.00	\$ 920.00	\$ 1,080.00	\$ 2,970.00
Hanmer	2,925.00	2,925.00	3,960.00	5,280.00	7,120.00	9,900.00
Larder Lake	10,000.00	10,000.00	13,800.00	14,240.00	14,440.00	18,045.00
Marmora & Lake	-	-	-	3,729.09	6,605.23	6,249.44
Matachewan	9,596.64	9,596.64	10,100.78	10,100.78	10,100.78	8,080.62
McKim	197,474.47	197,474.47	219,498.88	276,361.20	276,361.20	276,361.20
Michipicoten	46,553.85	46,553.85	50,679.60	78,186.67	91,059.88	95,605.28
Mountjoy	2,750.00	2,750.00	4,080.00	4,800.00	5,190.18	6,642.20
Neelon & Garson	106,636.44	106,636.44	141,576.63	266,067.41	165,594.75	168,043.41
Oneida	-	-	-	4,961.99	4,961.99	5,491.48
Playfair	-	-	1,440.00	1,520.00	1,720.00	1,980.00
Rayside	5,425.00	5,425.00	9,200.00	10,240.00	10,240.00	20,205.00
Ross	-	-	-	8,020.16	13,410.14	13,410.14
Seneca	-	-	-	2,672.00	2,672.00	2,744.62
Teck	163,930.22	163,930.22	233,456.27	246,737.97	256,504.08	273,579.98
Tisdale	176,006.94	176,006.94	200,612.66	208,781.25	219,466.56	231,873.26
Waters	4,825.00	4,825.00	5,800.00	5,800.00	5,960.00	16,604.23
Whitney	44,122.63	44,122.63	44,122.63	44,122.63	44,122.63	45,561.80
(e) The Improvement Districts of:						
Balmertown	63,115.25	63,115.25	63,115.25	64,468.75	55,542.61	53,108.11
Beardmore	9,287.82	9,287.82	11,364.05	11,364.05	11,887.47	10,902.91
Bicroft	-	-	-	-	55,128.92	55,128.92
Cardiff	-	-	20,000.00	25,587.53	Dissolved	Dissolved
Elliott Lake	-	-	30,000.00	73,349.50	150,108.67	547,703.04
Gauthier	4,539.88	4,539.88	4,986.92	5,455.79	5,640.00	6,528.92
Manitouwadge	-	-	30,000.00	42,661.62	44,067.84	56,518.56
McGarry	80,465.00	80,465.00	92,750.07	89,165.91	89,165.91	89,165.91
Onaping	-	-	39,755.79	37,798.95	37,798.95	54,456.04
Red Lake	-	-	11,840.00	12,720.00	12,720.00	13,545.00
Renabie	5,034.08	5,034.08	5,034.08	3,563.95	5,430.30	5,586.13
	\$1,498,366.74	\$1,498,366.74	\$1,964,783.08	\$2,419,313.20	\$2,628,233.20	\$3,245,758.98

THE MUNICIPAL ADMINISTRATION BRANCH CONT'D.
PAYMENTS TO DESIGNATED MINING MUNICIPALITIES

	1954	1955	1956	1957	1958	1959
(a) City of Sudbury	\$ 227,600.00	\$ 227,600.00	\$ 227,600.00	\$ 227,600.00	\$ 227,600.00	\$ 300,060.00
(b) Towns of:						
Blind River	-	-	20,000.00	20,000.00	20,000.00	20,000.00
Capreol	-	-	-	-	2,960.00	3,330.00
Chelmsford	5,725.00	5,725.00	9,400.00	12,840.00	12,840.00	12,840.00
Cobalt	7,650.00	7,650.00	12,618.69	12,618.69	12,618.69	12,618.69
Geraldton	10,000.00	10,000.00	10,000.00	10,120.00	10,840.00	11,070.00
Haileybury	1,850.00	1,850.00	3,920.00	3,920.00	3,920.00	3,920.00
Levack	73,622.04	73,622.04	73,622.04	98,767.63	102,234.32	129,287.16
Matheson	1,600.00	1,600.00	2,800.00	2,800.00	2,800.00	3,600.00
Ojibway	-	-	-	25,167.14	25,167.14	25,167.14
Timmins	154,195.00	154,195.00	195,600.51	196,783.14	200,210.37	215,148.24
(c) The Villages of:						
Bancroft	-	-	-	6,880.00	7,880.00	9,270.00
Caledonia	-	-	-	1,440.00	1,600.00	1,755.00
Hagersville	-	-	-	1,320.00	1,520.00	1,800.00
Marmora	-	-	-	3,880.00	4,480.00	5,220.00
(d) The Townships of:						
Atikokan	55,008.87	55,008.87	96,259.92	150,421.67	223,077.73	223,077.73
Balfour	3,400.00	3,400.00	6,280.00	8,000.00	8,000.00	8,550.00
Belmont & Methuen	-	-	-	8,029.90	10,752.27	10,752.27
Black River	4,616.75	4,616.75	10,909.65	11,478.40	15,724.00	15,724.00
Blezard	4,475.00	4,475.00	7,459.00	10,712.65	12,988.88	17,342.18
Bucke	3,073.68	3,073.68	5,707.02	9,139.39	9,139.39	9,139.39
Capreol	-	-	-	-	4,880.00	7,245.00
Cardiff	-	-	-	-	11,760.00	11,760.00
Coleman	4,237.18	4,237.18	15,802.24	15,802.24	15,802.24	15,802.24
Dowling	4,150.00	4,150.00	11,520.00	11,520.00	11,520.00	11,520.00
Drury, Denison & Graham	4,475.00	4,475.00	7,390.40	7,968.57	9,906.22	9,906.22
Falconbridge	-	-	-	-	44,876.58	44,876.58
Faraday	-	-	-	3,426.58	9,035.28	8,985.94

THE MUNICIPAL ADMINISTRATION BRANCH (Cont'd.)

(d) Federal-Provincial Program to Assist Municipal Works
and to Stimulate Employment during the Winter Months

On November 20th, 1958, The Honourable, The Prime Minister, announced a Federal-Provincial Program to Assist Municipal Works and to Stimulate Employment during the Winter Months. Commencing December 1st, 1958 the Government of Ontario and the Government of Canada agreed to contribute to the payroll cost of any approved municipal project carried out during the period December 1st, 1958 to April 30th, 1959. This period was later extended to May 31st, 1959. To the Federal contributions, the Government of Ontario provided an additional 25 per cent from its own revenues, making the total Federal-Provincial contribution 75 per cent of payroll costs.

The plan was designed to cover work of a special nature that would not otherwise have been carried out during the winter, and to create more work during the seasonal rise in unemployment, with the result that the Provincial and Federal contributions did not apply to any work which would have been carried out by the municipality in the normal course of its operations.

Under this program, which was administered by this Branch, municipalities which had an unemployment problem could submit to the Department of Municipal Affairs a statement of their unemployment situation, a description of the winter works or projects they wished to undertake together with an estimate of the cost of labour and other costs in respect thereto. Immediately upon receipt these statements were processed and forwarded to the Special Services Branch, Department of Labour, Ottawa, for acceptance. Upon being advised of acceptance the Department promptly informed the municipality the work could be commenced. It was necessary that a project be approved by the Province and accepted by the Government of Canada before it could be carried out.

Under this program the wages of a person who was unemployed at the time he was hired were eligible for subsidy. At the inception of the program the person employed must have been registered

THE MUNICIPAL ADMINISTRATION BRANCH (Cont'd.)

(d) Federal-Provincial Program to Assist Municipal Works
and to Stimulate Employment during the Winter Months (cont'd.)

with the National Employment Service, but this restriction was relaxed by the Government of Canada as the program progressed. The facilities of the National Employment Service where available were, however, to be used in hiring workers. Where the work was performed by a contractor the wages of the contractor's "keymen" were also eligible for subsidy.

The wages to be paid to those employed under this program were to be the standard wages paid by the municipality and/or the contractor for that type of work prevailing in the municipality.

The projects and works which could be undertaken included but were not strictly limited to the following:

- (a) New projects which could be carried out during the winter and which would not otherwise have been undertaken.
- (b) Projects which the municipalities had scheduled for next summer or later, and for which the starting time could be advanced;
- (c) Work on existing projects which could be accelerated and which represented an addition to the work that was being carried out.

While each project submitted for assistance was considered on its merits, projects eligible for assistance included:

- (a) The construction and major reconstruction of streets, sidewalks, or roads. This included:
 - (1) Streets - major repairs and renovations.
 - (2) Sidewalks - major repairs and renovations.
 - (3) Removal of old street car tracks and cobble surfaces.
 - (4) Preparing embankments and cuttings for future roads.
 - (5) Demolition work in the path of proposed roads.
 - (6) Program of improvement in highway safety by improving visibility at bends by grading and removing trees.

THE MUNICIPAL ADMINISTRATION BRANCH (Cont'd.)

(d) Federal-Provincial Program to Assist Municipal Works and to
Stimulate Employment during the Winter Months (cont'd.)

- (a) The construction and major reconstruction of streets, sidewalks, or roads (cont'd)
 - (7) Construction of lay-byes and soft shoulders on highways.
 - (8) Improvements in municipal roads.
 - (9) Construction of lay-byes at bus stops.
 - (10) Bridges, underpasses and overpasses when an integral part of an approved road project.
- (b) The construction and major reconstruction of water sewage and storm sewage facilities not including buildings. This included:
 - (1) Trunk sewers and watermains.
 - (2) Branch sewers and watermains - especially in areas where new subdivisions had been constructed.
 - (3) Dual purpose sewers, i.e. for both sewage and storm water.
 - (4) Storm sewers -- where flood control had become necessary due to an increase in road surfacing and other causes.
- (c) The construction and development of municipal parks; municipal playgrounds, separate or in municipal parks, but not including school playgrounds. This included:
 - (1) Clearance of waste land and open areas, or public land for municipal parking.
 - (2) Winter preparations for the construction of botanical and zoological gardens -- excluding buildings.
 - (3) Tree pruning and clearing, hedging and ditching along roadways and in parks.
 - (4) Construction of paths, roads and lookout-points at places of interest and scenic beauty in parks.

THE MUNICIPAL ADMINISTRATION BRANCH (Cont'd.)

(d) Federal-Provincial Program to Assist Municipal Works
and to Stimulate Employment during the Winter Months (cont'd.)

- (c) The construction and development of municipal parks,
etc., (cont'd.)
 - (5) Preparation of camping sites with water supply,
fireplaces and picnic tables within a municipality.
 - (6) The construction of approach roads and parking,
beach clearing, boatlandings, seawalls, and groynes
on public property only.
 - (7) Building park fences.
 - (8) Cleaning of municipal beaches.

(d) Boards and Commissions.

Projects undertaken by Boards and Commissions, where the municipality assumed full financial responsibility could be acceptable. This applied to undertakings supervised by the Ontario Water Resources Commission, by certain Harbour Commission and Conservation Authorities, where such bodies were in effect the agents of the municipality. All cases falling under the general heading of Boards and Commissions were dealt with on their individual merits.

Where an expenditure for wages was eligible for subsidy from any other Department of the Government of Ontario, the subsidy was taken into consideration in the computation of the amount of the payment under this program. In no case, however, was the combined Provincial-Federal contribution to wages to exceed 100 per cent.

Projects to which the Government of Canada was already contributing under other arrangements or agreements were not eligible for assistance under this program.

The following is a summary of the statistics of the 186 municipalities and authorities which participated in this program together with a statement of the payments made by the Department of Municipal Affairs.

THE MUNICIPAL ADMINISTRATION BRANCH (Cont'd.)

MUNICIPAL WINTER WORKS INCENTIVE PROGRAM

December 1st, 1958 - May 31st, 1959

SUMMARY OF APPROVED PROJECTS

Municipality	No. of Appli- cants	No. of Projects	No. of Claims	No. of Man- days	Approved Direct Payroll Cost	Federal Gov't. Share	Dept. of Mun. Affairs Share (Actual)	Provincial Gov't. Share (25%)-	Payment to Municipality
Metropolitan Toronto	1	17	25	28,020.	461,177.88	230,588.88	115,294.44	115,294.44	345,883.32
Cities	30	214	228	164,657.7	2,265,872.23	1,132,935.00	533,481.87	566,467.46	1,666,416.87
Towns	53	129	132	30,583.	344,439.16	172,219.55	79,095.19	86,109.78	251,314.74
Townships	76	161	168	69,832.	727,259.54	363,629.25	170,695.66	181,814.65	534,324.91
Villages	14	27	27	7,158.5	85,527.27	42,763.61	20,079.25	21,381.85	62,842.86
Improvement Districts	4	4	4	332.	4,103.93	2,051.96	1,025.98	1,025.98	3,077.94
Conservation Authority	8	27	42	9,871.5	101,147.10	50,573.56	25,286.72	25,286.72	75,860.28
TOTAL	186	579	626	310,454.7	\$3,989,527.11	\$1,994,761.81	\$944,959.11	\$997,380.88	\$2,939,720.92

THE MUNICIPAL ADMINISTRATION BRANCH (CONT'D)

PAYMENTS MADE BY THE DEPARTMENT OF MUNICIPAL AFFAIRS

UNDER THE

FEDERAL-PROVINCIAL PROGRAM TO ASSIST MUNICIPAL WORKS
AND TO STIMULATE EMPLOYMENT DURING THE WINTER MONTHS

Metropolitan Toronto	\$115,294.44	<u>CITIES (Cont'd)</u>	
<u>CITIES</u>		Windsor	5,885.06
Barrie	6,008.48	Woodstock	3,752.46
Belleville	1,485.83	TOTAL CITIES	\$ 533,481.87
Brantford	9,837.77		
Chatham	6,333.43	<u>TOWNS</u>	
Cornwall	5,991.55	Ajax	\$ 493.50
Fort William	28,168.68	Arnprior	951.05
Galt	3,724.42	Bala	422.61
Guelph	2,587.77	Blenheim	67.00
Hamilton	61,686.83	Bowmanville	4,078.38
Hamilton Botanical Gardens	1,611.18	Bracebridge	328.47
Kingston	9,912.72	Brockville	3,645.29
Kitchener	8,269.54	Burlington	5,546.68
London	9,066.16	Caledonia	473.27
Niagara Falls	6,510.47	Cobourg	169.53
North Bay	10,698.41	Coniston	1,117.68
Oshawa	16,175.36	Deep River	1,441.95
Ottawa	47,091.30	Delhi	298.96
Owen Sound	19,301.85	Dresden	275.12
Peterborough	7,497.57	Dunnville	1,007.60
Port Arthur	10,906.79	Elmira	113.56
St. Catharines	5,421.44	Fergus	1,404.96
St. Thomas	1,861.05	Fort Frances	3,315.04
Sarnia	22,641.54	Gananoque	513.88
Sault Ste. Marie	8,060.30	Georgetown	3,820.84
Stratford	1,146.21	Goderich	257.29
Sudbury	1,625.96	Gore Bay	781.12
Toronto	203,328.91	Gravenhurst	415.49
Waterloo	895.76	Hespeler	2,199.27
Welland	5,997.07	Huntsville	3,385.28
		Ingersoll	345.00

THE MUNICIPAL ADMINISTRATION BRANCH (CONT'D.)

PAYMENTS MADE BY THE DEPARTMENT OF MUNICIPAL AFFAIRS

UNDER THE

FEDERAL-PROVINCIAL PROGRAM TO ASSIST MUNICIPAL WORKS
AND TO STIMULATE EMPLOYMENT DURING THE WINTER MONTHS

<u>TOWNS (cont'd)</u>		<u>TOWNSHIPS (Cont'd,)</u>	
Kenora	\$ 1,171.72	Assiginack	273.80
Leamington	9,261.32	Atikokan	8,251.95
Lindsay	153.54	Bayham	593.71
Listowel	2,592.02	Blezzard	1,240.52
Midland	6,955.69	Bruce	302.50
Mount Forest	147.62	Capreol	44.42
Niagara	768.17	Cartwright	580.69
Oakville	4,068.57	Chamberlain	247.14
Orangeville	201.37	Charlotteville	1,320.10
Orillia	1,817.22	Clarke	526.75
Paris	1,030.00	Clinton	868.59
Pembroke	1,570.62	Collingwood	582.78
Port Colborne	--	Crowland	2,333.20
Port Hope	551.97	Dalton	132.05
Preston	1,820.22	Darlington	1,137.45
Rainy River	94.80	Dunn	525.71
Renfrew	878.93	Dysart et al	145.72
Simcoe	1,486.26	Eastnor	570.15
Smith's Falls	1,175.09	Emily	425.88
Southampton	1,011.85	Etobicoke	3,078.84
Stoney Creek	281.78	Grantham	14,814.97
Thornbury	709.04	Goulbourn	478.33
Thorold	941.37	Galway and Cavendish	198.00
Timmins	946.56	Hamilton	186.52
Trenton	2,133.24	Hilliard	1,174.74
Trout Creek	84.00	Humberstone	722.99
Wallaceburg	373.40	Himsworth North	691.80
TOTAL TOWNS	\$ 79,095.19	Harwich	168.25
		La Vallee	1,000.66
<u>TOWNSHIPS</u>		London	375.25
Augusta	561.50		

THE MUNICIPAL ADMINISTRATION BRANCH (CONT'D)

PAYMENTS MADE BY THE DEPARTMENT OF MUNICIPAL AFFAIRS

UNDER THE

FEDERAL-PROVINCIAL PROGRAM TO ASSIST MUNICIPAL WORKS
AND TO STIMULATE EMPLOYMENT DURING THE WINTER MONTHS

<u>TOWNSHIPS (Cont'd.)</u>		<u>TOWNSHIPS (Cont'd)</u>	
Malahide	\$ 192.38	Sherbourne	\$ 858.38
Mariposa	487.84	Somerville	245.08
Matachewan	1,605.40	Tay	1,045.94
McKim	1,800.39	Thorold	1,158.06
Macaulay	115.42	Tilbury East	360.88
Medonte	197.35	Trafalgar	7,726.30
Medora and Wood	770.30	Tudor and Cashel	499.95
Montague	310.15	Tyendinaga	94.00
Manvers	266.96	Vaughan	1,729.28
Monteagle and Herschel	1,250.12	Verulam	505.42
Morson	125.37	Vespra	9.75
Murray	134.50	Whitchurch	2,292.29
Muskoka	58.61	Widdifield	823.20
Neelon and Garson	368.29	Willoughby	677.93
Niagara	2,434.37	York	24,356.56
Nipigon	740.78	TOTAL TOWNSHIPS \$170,695.66	
North Cayuga	634.90	<u>VILLAGES</u>	
North York	32,151.78	Barry's Bay	521.69
Paipoonge	1,513.66	Beachburg	105.00
Pelee	648.75	Chalk River	163.57
Pickering	2,623.56	Hastings	440.03
Ramsay	2,489.60	Kemptville	1,125.15
Raleigh	935.36	Long Branch	1,010.69
Ratter & Dunnet	236.69	Newbury	649.75
Rayside	383.75	Port McNicoll	718.22
Ridout	669.35	Port Perry	1,295.28
Saltfleet	3,397.08	Port Stanley	314.81
Scarborough	17,226.18	St. Clair Beach	115.82
Seneca	586.18	Stirling	3,837.85
Stamford	10,402.61	Stouffville	9,652.00

THE MUNICIPAL ADMINISTRATION BRANCH (CONT'D.)

PAYMENTS MADE BY THE DEPARTMENT OF MUNICIPAL AFFAIRS

UNDER THE

FEDERAL-PROVINCIAL PROGRAM TO ASSIST MUNICIPAL WORKS
AND TO STIMULATE EMPLOYMENT DURING THE WINTER MONTHS

VILLAGES (Cont'd.)

Sutton	129.39
TOTAL VILLAGES	<u>\$20,079.25</u>

IMPROVEMENT DISTRICTS

Balmertown	316.25
Dorion	252.13
Kendry	331.33
Val Albert	126.27
TOTAL	<u>\$ 1,025.98</u>

CONSERVATION AUTHORITIES

Ausable River	\$ 1,368.52
Big Creek	2,136.21
Credit Valley	2,441.44
Grand Valley	2,177.13
Metro Toronto & Regions	13,224.51
Moirs River	1,285.99
Otter Creek	1,628.65
Sixteen Mile Creek	1,024.27
TOTAL	<u>\$25,286.72</u>

THE MUNICIPAL ADMINISTRATION BRANCH (Cont'd.)

(e) General Assistance

The bulk of Departmental activities is handled by correspondence, the greater part of which contains enquiries and requests for advice and guidance from the officials of the municipalities and local boards throughout the Province.

Most of these enquiries can be answered by return mail. However, it must be noted here that quite a few enquiries are received from officials of long standing in some of the larger municipalities, and the queries posed often involve considerable research and reference work before proper replies can be made.

(f) Approval of the Department

There are a number of activities of municipal councils and local boards to which the approval of The Department of Municipal Affairs is required, and some of these activities are as follows:

1) Municipal Pensions

The Municipal Act enables municipal councils, subject to such limitations and restrictions as the Lieutenant-Governor in Council may prescribe by regulations, to provide pensions for their employees. The regulations, which were prescribed in 1959 permit more flexibility in municipal pension plans than the Act did prior to being amended to provide for their issuance. For example, pension plans which could formerly be only by contract with Her Majesty in accordance with the Government Annuities Act, and/or with an insurer licensed under The Insurance Act, may in addition now be funded by agreement with a trustee being a trust company incorporated under the laws of Canada or any Province thereof and registered under The Loan and Trust Corporations Act, or by a combination of any of these methods.

With this enabling legislation new regulations may be prescribed by the Lieutenant-Governor in Council at any time should the need arise, and the regulations, which have been issued to date, contain among other items many

THE MUNICIPAL ADMINISTRATION BRANCH (Cont'd.)

(f) Approval of the Department (Cont'd)

1) Municipal Pensions (Cont'd.)

provisions which were formerly required to be included in pension plans as a matter of Departmental policy.

Under The Municipal Act the approval of the Department is required to all by-laws providing pensions for municipal employees, as well as to all amending by-laws. When a pension plan is established the Department insists that all employees of the same class covered by its provisions be treated alike.

Pension plans for municipal employees are very detailed and lengthy and must be minutely scrutinized to ensure their conformity, in every respect, with The Municipal Act and the regulations before Departmental approval can be granted to them.

To date, the Department has approved 280 Pension Plans which are distributed as follows:

Classification of Municipalities, etc.	Number with Plans	Approved Plans	Amendments to Plans
Metropolitan Toronto	1	2	31
Cities	29	44	40
Towns	100	107	36
Villages	18	18	5
Townships and Improvement Districts	64	66	30
Counties	29	30	15
Commissions	5	5	--
Police Villages	1	1	--
Health Units	6	7	2
	<u>253</u>	<u>280</u>	<u>159</u>

2) Special Undertakings

If a municipality wishes to acquire, erect, alter, maintain, operate or manage, or grant aid to a number of projects such as monuments, memorial windows, auditoriums, parks and playgrounds, etc., which may or may not be in the nature of war memorials, the municipality's by-law must be approved by the Department.

Under The Municipal Act a council may arrange for the management of such projects and two or more

THE MUNICIPAL ADMINISTRATION BRANCH (Cont'd.)

(f) Approval of the Department (cont'd.)

2) Special Undertakings (cont'd.)

municipalities may enter into a joint agreement in this connection.

3) Federation of Agriculture Special Rates

According to The Municipal Act, a township council may by by-law assess and levy a special rate not exceeding one-half of one mill upon the ratepayers of the township who are entered on the assessment roll as farmers, as their annual membership fees in The Federation of Agriculture. This by-law requires the approval of the Department.

However, any person assessed in this manner may have the assessment against him removed by objecting in writing to the township clerk. The monies collected under this procedure are paid to the Federation, less such service charges as are authorized by it.

A by-law of this nature passed with the approval of the Department remains in force until amended or repealed and it is not necessary for the municipality to pass the by-law annually.

4) Licensing Salesmen, etc.

If a council wishes to license, regulate and govern persons who go from place to place, or to a particular place with goods, wares or merchandise for sale; or who carry and expose samples, patterns or specimens of any goods, wares or merchandise for future delivery in the municipality the approval of the Department is required if the license fee exceeds \$2.00.

For a person who has resided continuously in the municipality for at least one year however, the fee may be lower than in the case of those who have not so continuously resided. Provision is also made in the Statutes that certain classes or persons do not require a license for selling in this manner.

THE MUNICIPAL ADMINISTRATION BRANCH (Cont'd.)

(f) Approval of the Department (cont'd.)

5) Annual Allowances for Local Boards

A local board, as defined in The Department of Municipal Affairs Act, except school and library boards, may pay to its members such annual allowance as the Department approves.

6) Remuneration of Trustees

The board of trustees of a police village may pay its members such annual or other remuneration as is approved by the Department.

7) Security to be Furnished by Officers

The Municipal Act provides every treasurer, deputy-treasurer, and collector and every other officer of the corporation, as Council may require, must give annually, before commencing the duties of his office, such security as council directs for the faithful performance of his duties and for duly accounting for and paying over all money which comes into his hands.

These provisions also apply to the treasurer and every other officer, as the board may require, of a local board, as defined in The Department of Municipal Affairs Act, except a school board, and to every board, commission, body or local authority established or exercising any power or authority with respect to municipal affairs under any general or special Act in an unorganized township, or in unsurveyed territory, except a school board.

The form which this security takes is such as the Department may approve. The Department also requires the auditor to report on such security in his annual report.

8) Publication of Statements of Revenues and Expenditures

A municipal council may publish, before nomination day, a detailed statement of the revenues and expenditures for the current year, in the form and manner prescribed by the Department.

THE MUNICIPAL ADMINISTRATION BRANCH (Cont'd.)

(f) Approval of the Department (cont'd.)

9) Yearly Municipal Estimates

Every municipal council must in each year prepare and adopt estimates of all sums required during the year for the purposes of the municipality, including the sums required by law to be provided by council for school purposes and for any board, commission or other body. These estimates must be in such detail and in such form as the Department may prescribe.

10) Reserve Funds

Every municipality, as defined in The Department of Municipal Affairs Act, and every board, commission, and similar body established or exercising any power or authority with respect to municipal affairs, under any Act, in an unorganized township or in unsurveyed territory may in each year, under the provisions of The Municipal Act, provide in its estimates for a reserve fund. However, the monies raised for such a fund cannot be expended, pledged or applied to any purpose other than that for which the fund was established without the approval of the Department.

11) Contributions re Expenses incurred by Corporation re
Proposed Subdivision of Land

The Municipal Act provides when contributions are made to a municipal corporation in consideration of expenses incurred by the corporation as a result of a proposed subdivision of land that such contributions shall be paid into a special account and shall be used only to meet expenditures for work done within the subdivision or for the benefit or use of the occupiers or subsequent occupiers of the land within the subdivision or to meet expenditures incurred by reason of the subdivision of the land. Where a contribution is made for a specific purpose, it may be used only to meet expenditures for such purpose.

THE MUNICIPAL ADMINISTRATION BRANCH (Cont'd.)

(f) Approval of the Department (cont'd.)

11) Contributions re Expenses incurred by Corporation re
Proposed Subdivision of Land (cont'd.)

The Act also provides if any of the contributions are not required or likely to be required for the purposes mentioned that they may, with the approval of the Department, be expended for some other purpose.

12) Forms of Notices, By-laws, etc.

Where the forms required by The Municipal Act are not prescribed therein, the Department may approve of forms of by-laws, notices and other proceedings to be passed, given or taken under or in carrying out the provisions of this Act.

13) Acquiring and Disposing of Industrial Sites

The Municipal Act provides that by-laws may be passed by the councils of all municipalities, with the assent of the electors qualified to vote on money by-laws, or with the approval of the Department, for acquiring and expropriating land and selling or leasing the land for the purpose of sites for the establishment and carrying on of industries and industrial operations, or with the approval of the Department the land may be used by the municipality for the purpose of the municipality or may be sold to any local board as defined in the Department of Municipal Affairs Act, for the purposes of such board.

During 1959 the Department approved of the following industrial site transactions:

THE MUNICIPAL ADMINISTRATION BRANCH (Cont'd.)

(f) Approval of the Department (cont'd.)

13) Acquiring and Disposing of Industrial Sites (cont'd.)

<u>Industrial Sites Purchased - 1959</u>	<u>No. of Acres</u>	<u>Price</u>
City of Barrie	15.72	\$24,369.00
City of Waterloo	45.40	80,000.00
	6.29	730,000.00
	51.69	810,000.00
Total	67.41	\$834,369.00
Town of Brockville	139.00	29,056.00
Town of Penetanguishene	50.00	20,000.00
Total	189.00	\$49,056.00
Township of Etobicoke	50.00	75,000.00
Township of Gosfield North	2.00	1,500.00
Township of Toronto	4.31	21,580.00
Township of Trafalgar	9.07	36,292.00
Total	65.38	\$134,372.00
TOTAL APPROVED PURCHASES, 1959	321.79	\$1,017,797.00

<u>Industrial Sites Sold - 1959</u>	<u>No. of Acres</u>	<u>Price</u>
City of Barrie	2.39	\$5,011.00
	2.33	5,133.00
	2.39	4,772.00
	17.22	34,438.00
	.13	1,200.00
	1.17	4,664.00
	25.63	55,218.00
City of Brantford	.30	408.00
	2.90	2,900.00
	8.52	10,522.00
	3.81	5,550.00
	15.53	19,380.00

THE MUNICIPAL ADMINISTRATION BRANCH (Cont'd.)

(f) Approval of the Department (cont'd.)

13) Acquiring and Disposing of Industrial Sites (cont'd.)

<u>Industrial Sites Sold - 1959 (Cont'd.)</u>	<u>No. of Acres</u>	<u>Price</u>
City of Guelph	4.60	11,500.00
	21.71	54,265.00
	26.31	65,765.00
City of Kingston	2.00	\$4,200.00
	4.00	8,400.00
	6.00	12,600.00
City of Kitchener	3.37	8,000.00
	6.98	13,000.00
	2.41	7,250.00
	12.76	28,250.00
City of St. Catharines	2.15	5,375.00
	1.66	4,980.00
	1.41	4,230.00
	5.22	14,585.00
City of Waterloo	11.60	19,718.00
Total	103.05	\$215,516.00
Town of Brampton	3.09	13,133.00
	1.17	4,977.00
	5.00	21,250.00
	.35	800.00
	2.03	11,539.00
	11.64	51,699.00
Town of Burlington	6.86	18,000.00
	.36	2,185.00
	.40	3,570.00
	1.00	6,160.00
	1.08	7,050.00
	25.00	138,750.00
	1.86	11,268.00
	36.56	186,983.00

THE MUNICIPAL ADMINISTRATION BRANCH (Cont'd.)

(f) Approval of the Department (Cont'd.)

13 Acquiring and Disposing of Industrial Sites (cont'd)

<u>Industrial Sites Sold - 1959 (cont'd.)</u>	<u>No. of Acres</u>	<u>Price</u>
Town of Campbellford	2.06	\$1,700.00
Town of Dundas	.60	2,100.00
	.97	3,395.00
	.43	1,505.00
	4.82	16,870.00
	6.82	23,870.00
Town of Elmira	.26	900.00
Town of Fort Frances	1.18	4,720.00
	2.59	10,400.00
	3.77	15,120.00
Town of Grimsby	3.10	9,920.00
Town of Lindsay	5.50	5,000.00
Town of Simcoe	9.50	10,000.00
Total	79.21	\$305,192.00
Township of Atikokan	.50	2,000.00
	.37	625.00
	.68	2,700.00
	.92	5,500.00
	2.47	10,825.00
Township of Sandwich West	2.44	10,890.00
	.93	2,988.00
	1.46	10,248.00
	1.38	6,200.00
	6.21	30,326.00
Township of Scarborough	.20	1,960.00
	.05	460.00
	.51	2,570.00
	.76	4,990.00
Township of Stamford	7.06	13,200.00
	1.00	2,000.00
	2.00	4,000.00

THE MUNICIPAL ADMINISTRATION BRANCH (Cont'd.)

(f) Approval of the Department (Cont'd.)

13) Acquiring and Disposing of Industrial Sites (Cont'd.)

<u>Industrial Sites Sold - 1959 (cont'd.)</u>	<u>No. of Acres</u>	<u>Price</u>
Township of Stamford (Cont'd.)	1.00	1,650.00
	11.06	20,850.00
Township of Toronto	2.60	22,130.00
	4.60	57,500.00
	1.63	14,661.00
	2.22	27,688.00
	1.81	16,263.00
	1.63	14,824.00
	2.59	21,500.00
	17.08	174,566.00
Township of Trafalgar	50.76	213,212.00
Township of North York	2.00	12,250.00
Total	90.34	\$467,019.00
TOTAL APPROVED SALES, 1959	272.60	\$987,727.00

THE MUNICIPAL ADMINISTRATION BRANCH (Cont'd.)

(f) Approval of the Department (cont'd.)

- 13) When approving of sales or leases of these properties the Department is, by Statute, required to ensure that the selling price or rental is, in the opinion of the Department, not less than the fair market value or fair rental value, as the case may be.

In each instance, to support these "values" the Department requires signed valuations from two independent land appraisers, who have no direct or indirect interest in the transaction, which set out their judgement of the fair market value or fair rental value, as the case may be, of the land in the transaction. It is not necessary for a municipality to obtain these appraisals at the time of each sale. If a municipality desired, it might establish a price for its municipally owned industrial land by submitting the two appraisal figures for approval before negotiating with industry for the sale of land. Such appraisals would be acceptable provided the council satisfied the Department at the time of each sale that there had been no activity that would drastically affect the fair market value of the land between sales. Before closing a sale, however, it would be necessary for the council to obtain the approval of the Department to the transaction.

14) Tax on Mine or Mining Work

In accordance with the provisions of Section 33 Subsection 8 of The Assessment Act, the tax payable to a municipality upon a mine or mining work liable to taxation under Section 4 of The Mining Tax Act, is subject to the approval of the Department, and the amount payable may not exceed the limitations set forth therein.

During 1959 in implementing these provisions of The Assessment Act, the Department approved the budget estimates of 5 school boards in unorganized territory, which received mines profit tax.

THE MUNICIPAL ADMINISTRATION BRANCH (Cont'd.)

(f) Approval of the Department (Cont'd.)

15) Salary of Members -- Independent Parking Authority

In accordance with the provisions of The Municipal Act, a municipality may establish a Parking Authority. Where a Parking Authority is established the members may be paid such salary or other remuneration as may be fixed by by-law of the council with the approval of the Department.

16) Destruction of Records

The Municipal Act enables the councils of all municipalities to pass by-laws providing for the destruction of receipts, vouchers, instruments, rolls or other documents, records and papers. This Act stipulates these by-laws require the approval of the Department.

17) Powers of Township to Assess on Basis of Gross Receipts

The Assessment Act provides that where in a township the density of population is not less than 150 of population to 500 acres the council may by by-law define such areas and declare them to be police villages for the purpose of assessing the telephone companies in such areas on a gross receipts basis.

The approval of the Department is required to these by-laws, which must have maps attached showing the boundaries of the areas clearly marked thereon.

(g) Administrative Assistance to Municipalities

1) General Advisory and Administrative

As the Department is entrusted with the administration of the majority of the Provincial statutes relating to municipal affairs, virtually every phase of municipal administration is referred to it from time to time. Such requests for advice and guidance come from various Departments of the Government, from both elected and appointed municipal officials, ratepayers' groups, service clubs, etc.

THE MUNICIPAL ADMINISTRATION BRANCH (Cont'd.)

(g) Administrative Assistance to Municipalities (cont'd.)

1) General Advisory and Administrative (cont'd.)

In addition to dealing with such requests the Deputy Minister, the Director and their assistants received during 1959 numerous delegations from municipal organizations and associations, representatives from foreign countries desiring to be initiated into our methods of local government, also representatives from councils, boards, and commissions, as well as members of Parliament and citizens of our Province.

The proper framing of municipal by-laws is very important and in many cases not too simple. In this connection members of the Branch must be ready at all times to respond to numerous and varied requests for advice and guidance. For example, when debentures are being issued requests may include not only the preparation of the debenture by-laws and their supporting schedules, but in many instances advice on interest rates, assistance in marketing the debentures, the preparation of municipal statistics to assist in selling the debentures, assistance in having the debentures printed, proof read, validated, and the many small details which are relevant to a successful debenture issue.

Municipal problems and complaints are being constantly investigated and studied, often requiring consultations with other Departments. Many regulations arising from existing legislation must also be prepared and filed.

Frequently staff members are requested to visit municipalities to discuss problems and conditions with officials and this is done whenever possible.

To sum up briefly, the senior officials of the Department are always willing and ready, when requested by the municipalities, to contribute knowledge and experience towards an ever-increasing improvement in local administration and a furthering of the understanding and good relations between the municipalities and the Department.

THE MUNICIPAL ADMINISTRATION BRANCH (Cont'd.)

(g) Administrative Assistance to Municipalities (cont'd.)

2) The Closing of Roads

When original surveys are made, there are often included in such surveys allowances for roads either along the bank or shore of a body of water or leading to it.

Such allowances may be closed by municipal by-law, subject to approval by the Lieutenant-Governor in Council, provided however, that the statutory provisions of The Municipal Act have been followed. When these provisions have been complied with by the municipality, an application is submitted to the Department for processing at provincial government level and subsequent submission to the Lieutenant-Governor in Council for approval of the by-law.

While this entails considerable detail and liaison by the Department, it obviates the necessity of the council dealing individually with several Departments, thereby saving considerable time. The Department solicits comments from:

The Surveyor General of Ontario
The Department of Lands and Forests
The Department of Planning and Development
The Department of Highways
The Hydro-Electric Power Commission of Ontario

After approval as to vires from the Attorney-General's Department, the Minister may recommend that an approving Order-in-Council be passed. When this is received it is promptly forwarded to the municipality.

Unfortunately in some instances a municipality will proceed with an improper or inadequate description which often delays the application for several months. It is recommended ~~when~~ an allowance of this nature is to be closed that the municipality consult with the Department prior to initiating its proceedings to close the allowance.

3) Municipal Courses

It is an established practice of the Department to conduct municipal courses or lectures throughout the Province each year if conditions within the Department permit. These

THE MUNICIPAL ADMINISTRATION BRANCH (Cont'd.)

(g) Administrative Assistance to Municipalities (cont'd.)

3) Municipal Courses (cont'd.)

courses are primarily for appointed and elected municipal officials, but they are open also to the general public and anyone interested in municipal affairs.

At these sessions The Summary of Legislation is discussed, as well as general municipal topics. Question periods are also held where anyone with a problem is always afforded ample opportunity of obtaining information on the subject.

In 1959, due to pressure of work, and the limited number of staff members, the Department was unable to hold any municipal courses throughout the Province, but it is anticipated this situation will be rectified in the near future.

However, during 1959 members of The Municipal Administration Branch attended many municipal meetings and functions to discuss The Summary of Legislation, to give addresses, to hold question periods and to discuss municipal problems in general.

4) Tile Drainage

A municipal council may, under The Tile Drainage Act, apply to the Treasurer of Ontario for the purchase, by the Province, of 'such debentures' as it may desire to issue for drainage work.

As a matter of policy when an application is received by the Treasurer, the Department is asked if there is any known reason why the debentures should not be purchased by the Province.

(h) Tax Registration

Registration of Land for Arrears of Taxes

In accordance with the provisions of Part II of the Department of Municipal Affairs Act the Minister may order that the Tax Arrears Procedure, as set forth in Part III, shall apply to any municipality and that the Tax Sale Procedure of The Assessment Act shall not apply.

THE MUNICIPAL ADMINISTRATION BRANCH (Cont'd.)

(h) Tax Registration (cont'd.)

Registration of Land for Arrears of Taxes (cont'd.)

The Minister does not usually issue such an order unless requested to do so by a majority of the municipalities within the county or district, or at the request of county council. However, when an order is made it applies to all municipalities and school boards within the county or district, and all phases of the procedure are subject to the approval of the Department.

The practice of issuing an order applying to all municipalities in the county or district has been followed so that the Tax Sale Procedure and the Tax Arrears Procedure will not be in force in the same county or district at the same time, thereby causing perhaps confusion and extra duties in the local Registry and/or Local Master of Titles Office.

To date 11 such orders have been issued covering 7 counties and 7 districts, the most recent being the County of Halton, which came under the procedure as of January 1st, 1959.

Before this procedure is introduced in a county or district, members of this Branch visit the area and explain the procedure in detail at special meetings. In addition, the Department has prepared for guidance of municipal officials affected, a comprehensive pamphlet entitled "Instructions re Registration of Tax Arrears Certificates and Disposal of Property so acquired".

The Tax Arrears Procedure enables a municipality to register a Tax Arrears Certificate in the Registry or Land Titles Office where any part of the taxes on vacant land are two or more years in arrears, or three or more years for improved land. The land, of course, is subject to the right of redemption, under certain conditions, by an interested party within one year.

THE MUNICIPAL ADMINISTRATION BRANCH (Cont'd.)

(h) Tax Registration (cont'd.)

Registration of Land for Arrears of Taxes (cont'd.)

This procedure also provides for the registration of Vacating Certificates by the municipality where an error has been made in the registration of the Tax Arrears Certificate.

Under certain conditions an interested party may purchase the property after the year of redemption providing the municipality has not officially set it aside for municipal purposes. If a person other than an interested party, within the meaning of The Department of Municipal Affairs Act, purchases the property he pays the full selling price, which should at least equal the appraised or assessed value.

To make sure that municipal officials properly carry out the Tax Arrears Procedure so that the purchaser has clear title, the Department pays very close attention to all documents submitted for approval.

Should a municipality be released from supervision of the Department by an order of The Ontario Municipal Board, the Tax Arrears Procedure continues to apply unaltered.

The following is a summary showing totals of the various forms under this procedure which were approved by the Department in 1959.

THE MUNICIPAL ADMINISTRATION BRANCH (Cont'd.)

TAX ARREARS APPROVALS FOR 1959

	Application Form T.R.6	Certificates T.R.1	Redemption Certificates	Vacating Certificates	Vesting Prop. T.R.13	Sales Applications	By-laws	Deeds	Agreements	Property Sales	TOTAL
County of Bruce	146	146	6	4		14	14	14			344
County of Lanark	25	25	22	1		18	21	18			130
Counties of Stormont Dundas and Glengarry	5	5	2					1			13
Counties of Northumberland and Durham	25	25	9	2		6	6	5			78
County of Elgin	20	20	1			8	7	6	1		63
County of Halton	-	-	-	-	-	-	-	-	-	-	-
County of York (Excluding the municipalities in the Metro- politan Toronto Area)	24	24	1	1							50
District of Cochrane	127	127	18	3	17	39	45	41			417
District of Muskoka	72	72	17	7	7	24	24	24			247
District of Nipissing	98	98	7	1	15	11	12	12			254
District of Parry Sound	49	49	21		17	31	30	30			227
District of Rainy River	81	81	32	3	42	46	46	46			377
District of Sudbury	93	93	27	1	11	21	22	22			290
District of Temiskaming	117	117	7	3	74	61	62	60			501
Supervised and formerly supervised municipalities	226	226	67	13		212	150	187	13		1094
	1108	1108	237	39	183	491	439	466	14		4085

The Department of
Municipal Affairs,
Annual Report, 1959

MUNICIPAL ASSESSMENT BRANCH

The Department of
Municipal Affairs,
Annual Report, 1959

MUNICIPAL ASSESSMENT BRANCH

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Annual Report, 1959.

1959 REPORT MUNICIPAL ASSESSMENT BRANCH

DEPARTMENT OF MUNICIPAL AFFAIRS

The Department of
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1959 REPORT MUNICIPAL ASSESSMENT BRANCH

DEPARTMENT OF MUNICIPAL AFFAIRS

1959 REPORT MUNICIPAL ASSESSMENT BRANCH

DEPARTMENT OF MUNICIPAL AFFAIRS

Organization of Branch:

The Branch with headquarters in Toronto has in addition to its main office eight Regional Offices located at - Perth, Peterborough, Toronto, London, Orillia, Sudbury, New Liskeard and Port Arthur.

The Perth Regional Office serves the Counties of Frontenac, Leeds & Grenville, Stormont, Dundas & Glengarry, Prescott & Russell, Lanark, Carleton and Renfrew.

The Peterborough Regional Office serves the Counties of Lennox & Addington, Prince Edward, Hastings, Northumberland & Durham, Ontario, Peterborough, Victoria and Haliburton.

The Toronto Regional Office serves the Counties of York (including the municipality of Metropolitan Toronto) Halton, Peel, Wentworth, Lincoln and Welland.

The London Regional Office serves the Counties of Haldimand, Norfolk, Elgin, Kent, Essex, Lambton, Huron, Bruce, Perth, Waterloo, Brant, Middlesex and Oxford.

The Orillia Regional Office serves the Counties of Simcoe, Dufferin, Wellington, Grey and the Territorial Districts of Muskoka and Parry Sound.

The Sudbury Regional Office serves the Territorial Districts of Sudbury, Manitoulin and Algoma.

The New Liskeard Regional Office serves the Territorial Districts of Nipissing, Temiskaming and Cochrane.

The Port Arthur Regional Office serves the Territorial Districts of Thunder Bay, Kenora and Rainy River.

Personnel of Branch:

The present personnel of the Branch consists of fifty-two members classified as follows:

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	Director	1
	Supervisors	10
	Assistant Supervisors	19
	Secretary	1
(a)	Clerks (ALL GRADES)	12
	Clerk-Stenographers	8
	Clerk-Typist	1
	Total	<hr/> 52

(a) Three of the personnel who are classified as Clerks mainly function as Typists.

All of the eight Regional Officers mentioned above are staffed by a Supervisor - Municipal Assessment, two Assistant Supervisor - Municipal Assessment, one male Clerk, and one Clerk-Stenographer, with the exception of the London Office where it was found necessary owing to the number of municipalities in the area to add another Assistant Supervisor. The staff in the Regional offices, are, of course, included in the above total.

Formation of Branch:

The Branch was created in 1947 in answer to the request of many municipalities for assistance in installing proper assessment systems.

The necessity for the establishment of proper systems and an equalized basis of assessment has grown with the years as more and more government grants both Federal and Provincial are based to varying degrees on assessment not only in the organized municipalities, but also in the school sections in the unorganized portion of Northern Ontario.

In addition, as many of the shared costs between municipalities for certain joint projects are based on assessment, it is necessary that a correct assessment basis be established so that these costs may be apportioned on an equitable basis. Some of such projects are: (a) Homes for the Aged in the Territorial Districts (b) High School Districts (c) Township School areas (d) County administrative units, etc. etc.

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Some of the government grants based on assessment or on assessment records are: (a) grants in lieu of taxes on certain types of Government and Crown agency property - both Federal and Provincial and also the property of The Hydro-Electric Power Commission of Ontario (b) educational (c) Homes for the Aged and other welfare institutions (d) unconditional grants based on population.

However, the most important need for a proper assessment basis is to ensure that individual taxpayers pay only their rightful share of real property taxes not only in accordance with the value of their property, but also to ensure that their assessments are in line with those of similar value properties in the same municipality or assessing unit.

Duties of Branch:

The main duties or functions of the Branch, though not necessarily in this order of sequence are as follows:

- (a) To establish equalization factors or the percentage that municipalities are assessing at for the purpose of educational grants.
- (b) To make the equalization of assessment under the provisions of the Homes for the Aged Act for the organized municipalities in the Territorial Districts for the apportionment of the annual cost of maintenance of the Homes, or in both the organized municipalities and the unorganized portions for the apportionment of any capital costs.
- (c) To value all Provincial Government and Crown agency and The Ontario Hydro-Electric Power Commission property coming within the provisions of The Municipal Tax Assistance Act and The Power Commission Act as being eligible for a grant in lieu of taxes.
- (d) To supervise the making of the assessment in the Improvement Districts.
- (e) To establish an assessment equalization factor for the designated mining municipalities for the proper apportionment of mines profit grants.
- (f) To establish a common and proper method of assessment of mineral lands and buildings located on such land in the designated mining municipalities.

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- (g) To make a spot check of the assessed population in municipalities located in the Territorial Districts where these municipalities claim they are entitled to an increase in their unconditional grant based on population due to an increase in the actual population over the last Canada Census figures.
- (h) To advise municipal councils, municipal officials, municipal associations etc, and ratepayers on correct methods of assessment and assessment procedure.
- (i) To actively assist municipal officials in the installation of proper assessment methods.
- (j) To conduct schools for the training of assessors,
- (k) To assist in the training of newly appointed county or municipal assessors.
- (l) To carry out such projects dealing with assessment which may be delegated to it.
- (m) To approve of such by-laws dealing with assessment detail coming within the scope of the Branch.

Equalization Factors:

The procedure of establishing equalization factors in the 938 organized municipalities and the some 400 school sections in the unorganized territory of Northern Ontario is carried out in the following manner:

First, ascertaining the proportion each common type of assessment as residential, industrial, commercial, farm, summer type etc. as shown on the municipal assessment rolls bears to each other, and then taking spot checks of the different types of property in the same proportion of values - not of numbers. Then each property is calculated separately and our aggregate of the same type is placed against the aggregate of these properties as shown on the local assessment rolls. The percentage that the municipality is assessing at compared to our values is thus ascertained. Then the percentage each type is being assessed at is calculated to ascertain the overall percentage for the municipality.

As many municipalities undertake re-assessment programmes or extensive re-adjustments in their existing assessments,

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it is necessary to review our spot checks each year. This also ensures that our records are correct regarding properties which may have increased in value due to additions etc. or for losses in value which might occur for several reasons.

In addition, the overall number of spot checks are increased each year, and the number of spot checks on record for 1959 based on the 1958 municipal assessment is 38,927 for the organized municipalities, and 4,316 for the school sections in the unorganized portions of the Territorial Districts. This is an increase of nearly 18% over the previous year.

The above number of spot checks does not include any Government, Crown agency or The Hydro-Electric Power Commission of Ontario properties.

Each year a number of spot checks are discarded for various reasons, the main reasons being - the destruction or removal of buildings, and the change in school sections mainly due to alteration of boundaries, or the closing up of schools and the creation of larger school areas.

Homes for the Aged Reports:

During the year eight equalization reports were forwarded under the provisions of Section 19 of The Homes for the Aged Act to the municipalities sharing in the maintenance of such Homes. While only seven Territorial Districts have as yet established Homes under Section 4, the District of Nipissing has established two Homes. In addition, five of the reports showed the apportionment between the organized municipalities' share and the unorganized areas' share. This was due to either new Homes being erected, or additions being built to existing Homes, and it is necessary to ascertain the apportionment as the Province pays the unorganized portions share of the capital outlay for the new Home or addition. However, the calculation of equalization factors for educational grants fits in with the work under The Homes for the Aged Act.

Valuations of Government and Hydro Properties

The annual task of making valuations on property owned by the Province and its Crown agencies under the provisions of the

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Municipal Tax Assistance Act and the property of The Hydro-Electric Power Commission of Ontario coming within the provisions of The Power Commission Act is increasing rapidly each year. This is due, of course, to the acquirement of properties for Government or Hydro use.

Grants in lieu of taxes are paid on certain types of property owned by the Government or its Crown agencies. In addition, business assessment at the percentages laid down in Section 6 of The Assessment Act are placed against some Crown agencies on properties owned by and occupied by them or leased by and occupied by them for business purposes. Crown agency properties on which valuations are made yearly include those agencies owning or leasing properties as The Ontario Northland Railway, the Liquor Control Board of Ontario, Workmens Compensation Board, The Ontario Food Terminal, and The Ontario Stockyards, etc.

Under the provisions of The Power Commission Act, as amended in 1952, the Hydro-Electric Power Commission of Ontario pay a grant in lieu of taxes on all land owned by them in addition to paying a grant on buildings owned by and used by them for executive and administrative purposes. Business assessment at the rate of 60% is also placed on the value of all their land (except that used for residential purposes), and on the above type of buildings. In 1959, acting under the provisions of an amendment to The Power Commission Act, the Hydro commenced paying a grant based on a formula on their buildings used for operational purposes - such as generating, transformer and distributing stations. Business assessment at the rate of 60% was also charged against the valuation ascertained under the formula. Properties in over 400 municipalities were affected by this amendment. As the residential type property owned by the Hydro does not come within the provisions of Section 32 of The Assessment Act, it is also necessary for the Branch to value such properties annually.

The valuations made by the Branch are based on the percentage of value that the municipality is assessing privately owned property at and the procedure as outlined under "Equalization Factors" dovetails in with this work. If the Branch feel that a municipality is

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assessing at a higher ratio of value than 100% then the valuations on Government or Hydro properties are based on this ratio.

Where Government or Crown agency properties are partially used for business purposes, and partially for residential purposes, the Branch makes a valuation of both portions though it is the duty of the municipality to make an assessment of the residential portion. Copies of appraisal cards showing the method by which the value was arrived at, and also showing the breakdown of the two portions are forwarded to both the municipality, and the Government departments or agency concerned. For several reasons the municipalities and Government Departments or agencies appear to appreciate the information and the Branch's procedure.

Valuation notices on all properties are forwarded to the municipalities and where applicable to the Ontario Hydro or Crown agencies who control such properties. The valuations may be appealed by the municipality or Hydro or Crown agency, but so far only two appeals have been prosecuted (both on the same property) since the two Acts came into being in 1952. The Branch also received the tax bills or invoices for the Government and Crown agency properties, and with minor exceptions, are required to make the initial check on these bills.

As stated earlier, this portion of the Branch's duties is increasing quite rapidly as the Government or its agencies and the Hydro acquire more properties or erect more buildings. The increase is more noticeable in the Department of Highways and the Hydro. With the new and extensive highway projects, large areas of land are acquired. After the amount required for the right-of-way has been determined, the balance is either placed under grants, or portions leased or sold, all of which requires an extensive system of records. While much grouping of properties is being carried out where possible by the Branch in an effort to curtail the number of valuation notices required to be sent to the municipalities, and also a curtailment of records to be kept by both the Branch, and the affected municipalities, still the number of valuations notices forwarded in 1959 showed an increase over 1958.

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In 1959 there were over 3600 separate valuation notices for Government or Crown agency properties forwarded to the 538 municipalities in which the properties were located. There were also 5200 separate valuation notices on Hydro property forwarded to the 517 municipalities in which such properties were located. Properties owned by the Government or its Crown agencies and the Hydro and on which grants in lieu of taxes are paid are located in 717 municipalities or in 76.40% of the municipalities of Ontario.

Improvement Districts:

More efforts were made in 1959 to assist Improvement Districts in the making of a proper assessment than has been done in some previous years. This was particularly true in the Improvement District of White River where the staff of the Sudbury Regional Office spent considerable time at various periods of the year assisting the municipal staff in the making of their first two assessments - one roll being returned on June 30th, 1959 for the 1959 taxation and the second roll on September 30th for the 1960 taxation.

Designated Mining Municipalities:

In an effort to assist the assessors of the designated mining municipalities in establishing a common method of assessing mining land and the buildings located on such land, a new project was created in the Branch in 1959. A special two-man crew consisting of a Supervisor and an Assistant Supervisor was designated to work with the assessors of the designated mining municipalities. While this crew will of necessity work in close conjunction with the staffs of the Regional Assessment offices of the areas where these 56 municipalities are located, they will be responsible for these municipalities. At the present time, the methods of assessment and the type of both land and buildings assessed vary greatly between municipalities which are in some instances immediately adjacent to each other. Such variances have been created in most instances by conflicting court decisions, misunderstandings and misinterpretations, but it is hoped that a system common to all the municipalities can be achieved.

Population Spot Checks:

In 1959 spot checks of the population was undertaken in 47 municipalities in the Territorial Districts which claimed an increase in

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their 1958 assessed population of over 7% above the 1956 Federal census or their last ascertained population as determined by spot checks by the Department. It would appear that in many municipalities that their records are neither prepared properly or shown as required on the assessment rolls. This is due in some instances to the lack of knowledge on the part of municipal officials, but is mainly due to the form of assessment records adopted in the municipalities affected.

County Assessment System:

A county assessor was appointed in the Provision County of Haliburton in 1959. This means that assessors have been appointed under the provisions of Section 86 of The Assessment Act in 37 of the 38 county administrative units. While the County of Carleton appointed a supervisor of assessment some years ago, he was not appointed under Section 86 and carries on assessment work in other parts of the Province of Ontario in addition to Carleton County.

The County of Lanark appointed a new assessor to replace their previous assessor, who accepted the position in Haliburton County. It would appear that the present county assessment system, despite its defects, has much to recommend it for none of the counties which have once adopted the system since the first assessor was appointed in the United Counties of Stormont, Dundas and Glengarry in 1943, have reverted to the old methods. To assist the counties in their desire to achieve equalization on at least a county wide basis, the Department in 1959 paid a grant of \$1500 to each of the thirty-seven counties which have appointed county assessors.

While the appointment of a county assessor is the first important step to the equalization of assessment on a county wide basis, it naturally takes some years before such equalization is accomplished. This is dependent upon many factors but the most important is probably the degree of active assistance rendered by the elected representatives and the appointed officials of the municipalities. To overcome this apparent lack of co-operation on the part of some municipalities, Section 244a was inserted in The Municipal Act in 1958. This permits a municipality to appoint the county assessor as their assessment commissioner under mutually satisfactory arrangements with the

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County Council. While the provisions of this section have not been adopted to as great a degree as first expected, no doubt it will meet with more favour as municipalities discover its advantages.

While legislation was provided a number of years ago in The Assessment Act at the request of municipal organizations in the Territorial Districts for the appointment of district assessors, so far this legislation has not been taken advantage of by the municipalities in the Districts. This is no doubt due to the fact that the Assessment Branch have carried out the duties as prescribed for a district assessor in a satisfactory manner at no cost to the municipalities.

Members of the Branch work closely with the county assessors and their assistance and relationship appears to be a most satisfactory joint venture for the advancement of proper assessment.

Members of the Branch work closely with any newly appointed county assessors as it is the duty of the Branch to approve of the by-laws appointing such assessors. As a matter of practice, it has not been the custom for some years, to approve of such appointments until the opportunity has been given of observing the plans and proposed methods of the appointee.

Special Projects:

Mention has been made before of the special assistance now being offered to the designated mining municipalities. Another special project which has been carried on for some past years, and again in 1959, was in connection with assessment and valuations in the St. Lawrence Seaway area. The object was twofold, not only to value property acquired by the Departments or Commissions of the Government and the Ontario Hydro for grants in lieu of taxes, but also to keep a continuing record of properties acquired by such Department, Commission or Hydro to ascertain the amount of taxable property acquired by these bodies in the various municipalities comprising the seaway area. The task seems almost endless as new plans are registered creating a change in records and descriptions of property, but also due to transfers, sales, purchases, etc. principally by the Hydro. This project took eight weeks of the time of the staff of the Perth Regional office in 1959. Again, in 1959, nearly 1700 valuation notices were sent

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out to the municipalities in the area for grants in lieu of taxes.

Also in Northern Ontario where the Hydro have been operating outside the provisions of The Power Commission Act and paying a special grant to a number of municipalities, important changes have been made. Some of these municipalities have now been placed under the provisions of The Power Commission Act, and not only their newly acquired properties but also their formerly owned properties have now been valued by the Branch, so that they may be paid a grant in lieu of taxes under the Act. All newly acquired properties of the Hydro no matter where located in Northern Ontario come immediately under the provisions of The Power Commission Act.

In the area covered by the Peterborough Regional office the county assessors have formed an association which have met monthly in the past, but will meet quarterly in the future. The Supervisor of the Peterborough Regional office is temporary chairman of the association, and the objective is to establish a uniformity in assessment practice and methods in the eight counties forming the group. Members of the staff of the Peterborough office spent seven days in this worth while endeavour. In areas covered by the other Regional offices preliminary plans are underway to form similar associations.

In the County of Grey which has decided to adopt the Department Manual, members of the staff of the Orillia Regional office have taken the municipal assessors of Grey County out into the field on five different occasions. The object, of course, being not only to show the assessors the methods of valuation under the principles laid down in the Manual, but also to obtain a similarity in the rates, rentals, etc. as between municipalities.

In the Bruce Mines High School Board re-assessment, the assessment for the unorganized portion of the High School District was not carried out by the firm making the re-assessment. Members of the staff of the Sudbury Regional office spent several days with the assessor for the Board assisting in the making of the assessment for the unorganized portion.

The staff of the Port Arthur Regional office spent twenty-five days in making a re-valuation of four complete school sections to obtain an equalization and proper factor.

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Assistance to Counties, Municipalities and School Sections

While probably the assistance rendered to counties, municipalities, and school sections is the least spectacular function of the Branch, it is no doubt one of the most valuable functions that the Branch undertakes. The creation of the Regional Assessment offices has proven to be of very important benefit to the elected representatives, appointed officials and ratepayers of the municipalities, and to the school trustees and officials in Northern Ontario, and the setting up of the Regional offices has met with general approval from the municipalities, school sections and their officials. It is now possible for the elected representatives and appointed officials to obtain the required information speedily either by a personal visit or phone call to the Regional office covering their area, without the necessity of making a special visit to Toronto or by correspondence. In addition, it has assisted the Branch in the carrying out of their statutory duties without loss of travelling time as before when the members of the Branch worked out from Toronto. Also, it has enabled the members of the Branch to become better acquainted with their particular areas of work, municipal officials, etc. owing to the continuity of contact. Members of the Branch are now enabled to attend and speak on assessment problems to the various assessors groups or municipal organizations in their areas.

Many enquiries are made by elected and appointed officials on problems not only coming outside the jurisdiction of the Branch as part of the Department of Municipal Affairs, but also outside the purview of the Department. Advice is given by the Regional offices as to where these enquiries should be directed.

The Regional office located in Orillia, Sudbury, New Liskeard and Port Arthur serve the Territorial Districts of Ontario. As no district assessors have been appointed the officials of both the 231 organized municipalities and the 400 school sections look for guidance to the Regional Assessment offices. Particularly in the school sections much assistance is required to enable the assessors of the school sections to install a proper assessment basis.

As a matter of interest, the following summary is shown of the activities in the eight Regional offices from December 1st, 1958 to November 30th, 1959. No similar records were kept in the main office nor were any records kept in the Regional offices of phone calls, letters, etc.

A. Meetings on Assessment:

1. With County Councils	8
2. With Committees of County Councils	10
3. With Municipal Councils	37
4. With Committees of Municipal Councils	35
5. With School Trustees	32
6. With Assessors Groups	59
7. With other Municipal Organizations	11
8. With Service Clubs (as Rotary, etc.)	3
9. With other organizations	3

B. Active assistance to Assessors, Municipalities, and School Sections in the Field (other than carrying out our statutory duties).

1. On re-assessment projects	237 days
2. On assessment valuations	114 days
3. On other types of assessment practice	67 days

C. Visitors to Office (Not shown in A. above).

1. Assessors	345
2. Elected municipal officials	81
3. Appointed municipal officials	145
4. School Section Trustees	29
5. School Section officials	37
6. Ratepayers	107

Schools of Instruction:

Other than meetings for the instruction of assessors held on the Regional office basis, no schools for the instruction of assessors generally were held this year. However, it is expected that five schools each of two days duration will be held in 1960. These will be held in areas where designated mining municipalities are located, but the assessment officials of other municipalities will also be invited. There appears to be some need for instruction in the proper preparation of

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assessment rolls particularly where claims are being made by municipalities for an increase in their unconditional grants based on population, and also for a uniform method of assessment in designated mining municipalities.

Approval of By-laws:

- (1) Approval of by-laws for the appointment of county assessors under the provisions of Section 86 of The Assessment Act were made for the County of Lanark and the Provisional County of Haliburton.
- (2) Approval of forty-five by-laws for an extension of time for the return of the 1959 assessment roll under the provisions of Section 53 (6) were made. From information ascertained, it is felt that at least a similar number of municipalities did not return their rolls within the proper time, and did not obtain an authorized extension, thus leaving the municipality in a rather bad position if legality of the roll were attacked.

Co-operation:

The members of the Branch are very grateful for the assistance and co-operation given by the Honourable W.K. Warrender, Minister of Municipal Affairs, and Mr. J.W. P. Carter, Deputy Minister and the officials of other Branches of the Department. Also, without the whole hearted co-operation given by the officials of other Departments of the Government, Crown agencies, Commissions, Municipal Councils, and Municipal officials, the Branch would not have been able to carry out their functions in a satisfactory manner.

The Department of
Municipal Affairs,
Annual Report, 1959

MUNICIPAL AUDITING AND ACCOUNTING BRANCH

The Department of
Municipal Affairs,
Annual Report, 1959

MUNICIPAL AUDITING AND ACCOUNTING BRANCH

MUNICIPAL AUDITING AND ACCOUNTING BRANCH

COMPOSITION

The Branch staff, which includes 5 Chartered Accountants consists of 1 Director, 2 Supervisors, 2 Assistant Supervisors, 1 Statistician and requisite clerical and stenographic assistance.

(a) IMPROVEMENT OF MUNICIPAL AUDITING AND ACCOUNTING PRACTICES

- 1) According to Statute, The Department of Municipal Affairs is responsible for the licensing of all municipal auditors. This requirement protects the auditor, who can only be relieved of his duties for cause. It also protects the interests of the citizens of the municipalities and helps to ensure that all annual financial reports submitted to the taxpayers contain adequate information in understandable form. Where irregularities exist, the Department insists that the municipal auditor express unbiased and unequivocal opinion in regard to them if he wishes to keep his license in good standing.
- 2) The Department works in close co-operation with the various independent accounting organizations for the continued improvement in municipal auditing and accounting procedures. For example, the Department participates in the regular meetings of a committee on municipal auditing and accounting which was first established by the Institute of Chartered Accountants of Ontario in 1956 and which meets frequently to discuss improvements in procedures and in the form of the financial statements.

The Department has also arranged for the publication of a book describing municipal accounting procedures. This book, which is now half completed, is being written by Professors L. G. Macpherson and W. G. Leonard of Queen's University and is being edited by the Director of the Branch. It is expected that the book will be published during the latter part of 1960.

MUNICIPAL AUDITING AND ACCOUNTING BRANCH (Cont'd.)

(a) IMPROVEMENT OF MUNICIPAL AUDITING AND ACCOUNTING PRACTICES

- 3) The advantages of standardized accounting classifications where a large number of returns are involved are obvious. The Branch is continually making strong efforts to have these standard classifications accepted by the 977 incorporated municipalities of the Province and has received a great deal of co-operation from the municipal officials. An annual report is submitted by each municipal auditor prepared on report forms prescribed by the Department for every city, separated town, town, village, township, improvement district and county in the Province. These audit reports are used to compile the information contained in the Annual Report of Municipal Statistics.
- 4) At present the auditing staff of the Branch reviews approximately 25 per cent of the audit reports submitted. Where necessary considerable correspondence is carried on with the municipal auditor in order to clarify or correct certain aspects of the report. Sometimes where the situation is very complex a member of the Branch's staff pays a visit to the municipality, confers with the officials and offers advice on the auditing and accounting practices involved. Such help and advice to the municipal auditors and the municipal officials encourages the adoption of uniform accounting procedures by all municipalities and frequently indicates ways by which their accounting systems can be improved.

MUNICIPAL AUDITING AND ACCOUNTING BRANCH (Cont'd.)

(a) IMPROVEMENT OF MUNICIPAL AUDITING AND ACCOUNTING PRACTICES (Cont'd.)

4) Continued

CLASSIFICATION OF MUNICIPALITIES BY AUDITORS FOR THE YEAR 1958

	C.A.	C.P.A.	Non-professional				Internal	Total
	A.	A.	A.	B.	C.	D.	Auditor	
Counties	33	4	1	-	--	--	--	38
Metropolitan Areas	1	--	-	-	--	--	--	1
Cities	27	--	1	-	--	--	*1	29
Towns	137	10	1	1	9	--	--	158
Villages	119	7	1	2	21	4	--	154
Townships	386	28	3	5	114	37	--	573
Improvement Districts	22	--	-	1	1	-	--	24
	725	49	7	9	145	41	*1	977
Percent of Total	74.21	5.01	.72	.92	14.84	4.20	.10	100

*City of Toronto

5) Lectures at Municipal Courses, etc.

In another section of this Report mention has been made of special courses for municipal officials. Members of the staff deliver lectures on auditing and accounting at these courses and also before other groups which have been very well received.

6) Each year there are several new municipalities incorporated (mostly in northern Ontario) and in the case of such municipalities members of the staff direct the setting up of the original accounting records and office procedures and then continue with frequent visits to give advice and assistance to the municipal officials.

7) The Branch is also required to undertake many other duties for which its trained accountants are well qualified.

For instance the Branch undertakes special duties

MUNICIPAL AUDITING AND ACCOUNTING BRANCH (Cont'd.)

(a) IMPROVEMENT OF MUNICIPAL AUDITING AND ACCOUNTING PRACTICES (Cont'd.)

7) Continued

and makes reports to the Minister or Deputy Minister with respect to the effect on municipalities of certain economic changes or projects such as amalgamations, annexations or the creation of Metropolitan areas.

It also makes analyses of the financial affairs of specified municipalities not only for this Department, but also for other Departments and for the Ontario Municipal Board.

(b) PREPARATION AND PUBLICATION OF MUNICIPAL STATISTICAL DATA

1) "The Annual Report of the Municipal Statistics"

The 1958 edition of this Report was again prepared by the Statistical Section in a remarkably short time, being released to the Public on July 8, 1959.

This Report of over 200 pages, presents (a) the revenue and expenditures, (b) the capital and current assets and liabilities as well as (c) an analysis of capital expenditures out of current revenues for each of 977 Ontario municipalities. These figures were compiled from the Audited Financial Statements of the municipalities for the year ending December 31, 1958. The Report also contains summaries and observations as well as a number of graphs and schedules which show various financial situations at a glance.

One valuable feature of this publication is that its information is organized on a standardized basis so that any two, or more, municipalities in Ontario may be compared in any particular. This feature is much appreciated by municipal officials, branches and agencies of both the Dominion and Provincial Governments, bond houses, financial institutions and various other interested persons.

MUNICIPAL AUDITING AND ACCOUNTING BRANCH (Cont'd.)

(b) PREPARATION AND PUBLICATION OF MUNICIPAL
STATISTICAL DATA (Cont'd.)

1) "The Annual Report of the Municipal Statistics" (Cont'd.)

The general approval this Report receives is a tribute to the municipal officials, auditors and the staff who participate in its preparation. With the continued co-operation of these groups it is hoped that this year the release date will be moved forward to June.

2) "The Municipal Directory"

For the twelfth successive year the Statistical Section has prepared and published this directory of municipal officials.

This handbook lists the names and addresses of the mayor or reeve, the clerk-treasurer, assessment commissioner or assessor and engineer or road superintendent of each municipality in Ontario. It also shows the provincial electoral constituency in which each municipality is situated. The assessed acreage and the total assessment on which taxes will be levied are also recorded along with the road and street mileage. Information as to whether the municipal council is elected annually or biennially is also included.

The latest available information on the assessed population is contained in this Report. This is compiled from general returns submitted by the municipal clerks, based on data gathered by the municipal assessors. Included also are charts showing population and assessment trends for the Province, a list of all police villages and a map showing the different counties and districts.

This Directory which is in greater demand each year, and now has a distribution of 5,000 copies, is supplied gratis to all members of the Legislature, the municipal clerks and treasurers, and all departments of the Provincial and Dominion governments. The balance is sold through the Queen's Printer to commercial and financial houses and private individuals.

MUNICIPAL AUDITING AND ACCOUNTING BRANCH (Cont'd.)

(c) VERIFICATION OF CLAIMS FOR SUBSIDIES

Most of the time of the auditing staff in 1959 was spent in the verification of subsidies paid by the Department - unconditional per capita grants, unconditional grants re indigent hospitalization, payments in lieu of taxes, payments under The Police Act and payments under The Fire Departments Act.

1) Municipal Unconditional Per Capita Grants

These grants were introduced in 1954 to replace the one-mill subsidy and the grants payable under The Police Act and The Fire Departments Act with the exception that the grants payable with respect to pension plans and Workmen's Compensation coverage for police and firemen were continued. The new system provided for a more equitable distribution and also much larger grants.

As required by The Municipal Unconditional Grants Act the population of each municipality in Ontario for the purpose of paying these grants in 1957 was determined on the basis of the census taken in 1956 by the Dominion Government. In determining the population of a municipality the Department used the 1956 Dominion census figure and adjusted it as follows:

- (a) According to any change in boundaries between date the census was made and the end of 1956.
- (b) By deducting the number of persons then in institutions, in defence establishment, on Indian Reserves or who were transient.
- (c) By allowing for errors in the 1956 census which were acknowledged by the Dominion Bureau of Statistics.
- (d) Where a municipality was incorporated after 1956 its population was determined as the Department deemed proper.

The Act also requires the Department to redetermine the population of any municipality for grant purposes whenever it appears that the population has increased

MUNICIPAL AUDITING AND ACCOUNTING BRANCH (Cont'd.)

(c) VERIFICATION OF CLAIMS FOR SUBSIDIES (Cont'd.)

by 7% of the population as last determined.

In 1959 population returns submitted by municipalities indicated that 153 reflected a change of 7% or more over the preceding year. Accordingly these municipalities were visited by a representative of the Department so that their populations could be redetermined.

The following is a summary of the results of these visits for 1959:

Population as claimed by municipality verified	107
Population as claimed by municipality increased	3
Population as claimed by municipality reduced	35
	<hr/>
	145
Claims of increased population not substantiated	8
	<hr/>
Total number visited	153

PAYMENTS UNDER THE MUNICIPAL UNCONDITIONAL GRANTS ACT
1953

	1954 \$	1958 \$	1959 \$
Cities	7,967,743	13,303,758	13,593,632
Towns	1,135,621	2,380,951	2,392,107
Villages	244,024	488,769	493,436
Townships	2,255,268	4,683,906	4,853,807
Improvement Districts	35,501	95,010	113,525
Counties	--	11,662	11,662
	<hr/>	<hr/>	<hr/>
	11,638,157	20,964,056	21,458,169

MUNICIPAL AUDITING AND ACCOUNTING BRANCH (Cont'd.)

(c) VERIFICATION OF CLAIMS FOR SUBSIDIES (Cont'd.)

COMPARISON SHOWING EFFECT OF INTRODUCTION OF
UNCONDITIONAL PER CAPITA GRANTS

	Police, Fire and 1-mill Guarantee 1953	Police, Fire and Unconditional Grants 1954	1959
	\$	\$	\$
Cities	3,146,056	8,138,297	13,876,730
Towns	892,252	1,172,380	2,434,086
Villages	241,605	252,057	499,729
Townships	965,706	2,276,158	4,886,409
Improvements Districts	36,305	36,010	115,786
	<hr/> 5,281,924	<hr/> 11,874,902	<hr/> 21,812,740

2) Payments in Lieu of Taxes

The Municipal Tax Assistance Act, 1952

To assist Ontario municipalities in their current financing, The Municipal Tax Assistance Act was passed in 1952, making provision for the payment by the Province to municipalities, of an amount equal to what they would have received at their general purpose tax rate if certain Crown properties had been taxable. This includes all levies, except those for school purposes, on real property and business assessment.

However, the municipality is still not authorized to levy taxes on provincial property or against the Crown in the right of Ontario or any Crown agency and the provisions of this Act do not apply to certain Crown properties.

All provincial property in a municipality must be valued each year by the Department for the purposes of the Act. This is made on the same basis as real property liable for municipal taxation is valued.

The following is a comparison of payments made by the Department under this Act in recent years:-

MUNICIPAL AUDITING AND ACCOUNTING BRANCH (Cont'd.)

(c) VERIFICATION OF CLAIMS FOR SUBSIDIES (Cont'd.)

2) Payments in Lieu of Taxes (cont'd.)

The Municipal Tax Assistance Act, 1952 (cont'd.)

	1952	1955	1959
Cities	\$313,050	\$430,552	\$757,300
Towns	32,977	38,737	68,600
Villages	2,143	3,352	9,800
Townships	26,849	56,530	192,600
Improvement Districts	732	829	6,700
	\$375,751	\$530,000	\$1,035,000

3) Unconditional Grants Re Indigent Hospitalization

The Municipal Unconditional Grants Act, 1953, was amended in 1959 to provide for unconditional payments to Counties, Cities and Separated Towns located in Counties, and to all classes of municipalities located in Districts to assist them in meeting the costs of indigent hospitalization. The grant was equal to the greater of 70 per cent of the statutory payments to hospitals less recoveries for the year 1959 or 40 per cent of the annual average cost, similarly calculated, for the three-year period 1955 to 1957 inclusive.

Payments made to date in respect of this new grant plus an estimated \$30,000 for pending claims are summarized as follows:-

Cities	\$ 1,720,000
Towns	82,000
Villages	1,600
Townships	79,000
Improvement Districts	2,400
Counties	660,000
	\$ 2,545,000

The Department of
Municipal Affairs,
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MAIN OFFICE BRANCH

MAIN OFFICE BRANCH

REPORT ON MAIN OFFICE BRANCH

The Main Office Branch is under the direction of the Deputy Minister and exercises jurisdiction over the following matters:

Personnel, accounts and payrolls, records, purchasing, library, mail section and research.

PERSONNEL OFFICE

The duties of this office are personnel records of all employees of the Department and of the Ontario Municipal Board, the preparation of personnel reports and the processing of personnel changes.

ACCOUNTS AND PAYROLL SECTION

This section is staffed by one accountant, one clerk and one clerk typist. The major duties of the section are the revenue and expenditure accounting, payrolls and purchases of each branch of the Department and the Ontario Municipal Board; also the attendance records are kept by this office.

RECORDS AND MAIL SECTION

This section is staffed by two file clerks, two junior clerks and one clerk messenger. The duties of the staff include the opening and recording of all mail addressed to the Department. During the year 1959 approximately 25,000 pieces of mail were received by this unit.

RESEARCH SECTION

This section provides the secretariat for the Municipal Advisory Committee and undertakes such projects as are from time to time assigned.

SUMMARY OF LEGISLATION

A Summary of Legislation affecting municipalities, which is enacted by the Legislature of Ontario, is prepared and forwarded to municipal officials and other interested persons one week after the Legislature prorogues. In addition to summarizing the Legislation, the publication also sets out all public acts which have been dealt with by the Legislature and a directory of the Department of Municipal Affairs.

PAYMENT OF FOX BOUNTIES

On October 23rd, 1958, Premier Frost announced that in

PAYMENT OF FOX BOUNTIES (Cont'd.)

response to requests from municipalities for assistance in reducing the fox population to combat the spread of rabies the Province of Ontario would pay a \$2 bounty on foxes where the amount was matched by the municipality.

The payment of the bounties is administered by this Branch. A condition of payment is that that the municipalities must pass, or have passed, a by-law for giving bounties under section 27 of Section 386 of The Municipal Act, R.S.O. 1950, chapter 243. The contribution by the Province will be paid semi-annually on the basis of certified claims filed by the municipality. The total reimbursement by the Province from October 1958 to December 31, 1959, were \$32,638.00.

THE DEPARTMENTAL LIBRARY

1959 REPORT

No. of books purchased	-	110	
No. of books donated	-	169	
No. of pamphlets and documents added	-	1,050	
No. of subscriptions to periodicals	-	89	Total - 1,418

The library receives also quite a number of periodicals which come to us without cost.

We have been very fortunate in having acquired books from the Legislative Library's duplicate lists again this year to the number of 144.

The research and preparatory work on the history of incorporations and boundaries of the cities, towns and villages is being carried on in the usual manner. Material is being collected which will help to establish dates and boundaries of these municipalities and this information is being filed for use in collating the material at a later date. However, until surveyor's descriptions of the townships are supplied, we will not be able to complete our records.

This year was an outstanding one, if for nothing else, the move to the place we now occupy on the sixth floor of 204 Richmond Street was accomplished, and it should be appreciated that such a move is a great undertaking for a library.

It has necessitated complete revision of our card

THE DEPARTMENTAL LIBRARY (Cont'd.)

catalogue, as, for the first time since the library was started, we have proper quarters and are able to place the books to the best advantage on the shelves. The work of making changes on the general index was started when we got the last of our shelving delivered and the books placed in the proper order. This will be an undertaking requiring considerable time to finish.

The map collection was given more room in our new quarters and the new index was commenced, which will still take some time to complete, in its permanent form.

The list of municipalities celebrating their Centennials was maintained again this year,

The Private Bills Index was brought up to date with the addition of the bills of the 1959 Session, as is done each year.

The binding of periodicals was continued as in previous years, as well as some re-binding of volumes which were in poor condition.

The enquiries which come to this Library number in the neighborhood of 210 per month. They cover various subjects, but mainly municipal boundaries, incorporation dates, and population figures.

The "Colombo Plan" sent only two students this year to study municipal affairs under the Department's guidance, and they remained only a matter of three months. Mr. Guanaratne, who came to the Department in 1958, however, continued studying until February of 1959, before returning to his native Ceylon. They all spent considerable time in the Library becoming familiar with the books used in connection with the administration and work of the Department.

The lists of municipalities in which annexations and amalgamations, erections, and changes in status were effected are as follows:

THE DEPARTMENTAL LIBRARY (Cont'd.)

CLASSIFICATION OF THE MUNICIPALITIES OF ONTARIO

CLASSIFICATION	LOCATION			
	Metropolitan Toronto Area	Counties	Districts	Total
Cities	1	24	5	30
Separated Towns	-	8	-	8
Towns	4	99	47	150
Villages	3	140	11	154
Townships	5	423	147	575
	13	694	210	917
Improvement Districts		1	19	20
Counties - Administrative	-	-	-	38
Metropolitan Toronto	-	-	-	1
Total Incorporated municipalities	13	695	229	976

DISSOLUTIONS

AUTHORIZED

1958 - 1959

LA SALLE,

TOWN

Dissolution of the Town of La Salle.
Area annexed to the Township of
Sandwich West, effective January 1,
1959.

BRONTE

VILLAGE

Dissolution of the Village of Bronte.
Area annexed to the Township of
Trafalgar, effective January 1, 1959

DISSOLUTIONS

AUTHORIZED

1959 - 1960

FROOD MINE

TOWN

Dissolution of the Town of Frood Mine.
Amalgamated with the City of Sudbury,
effective January 1, 1960.

BARTON

TOWNSHIP

Dissolution of the Township of Barton.
Area annexed to the City of Hamilton,
effective January 1, 1960.

DISSOLUTIONS AUTHORIZED 1959 - 1960 (Cont'd.)

McKIM

TOWNSHIP

Dissolution of the Township of McKim.
Amalgamated with the City of Sudbury,
effective January 1, 1960.

GLADSTONE

IMPROVEMENT
DISTRICT

Dissolution of the Improvement District
of Gladstone. Area erected into a
Village to be known as "The Corporation
of the Village of Iron Bridge",
effective January 1, 1960.

CHANGES IN MUNICIPAL STATUS

AUTHORIZED

January 1, 1958 to January 1, 1959

Effective 1959

CITY

Barrie

Incorporated former Town into a City, to be known as
"The Corporation of the City of Barrie".

Authority O.M.B.
Order dated November 4, 1958,
effective January 1, 1959.

TOWN

Deep River

Erecting the former Improvement District of Deep
River into a Town by the name of "The Corporation of
the Town of Deep River".

Authority O.M.B.
Order dated November 14, 1958,
effective January 1, 1959.

VILLAGE

Beachburg

Incorporated the inhabitants of part of the Township of
Westmeath into a Village to be known as "The
Corporation of the Village of Beachburg".

Authority O.M.B.
Order dated November 4, 1958,
effective January 1, 1959.

IMPROVEMENT
DISTRICT

White River

Erecting the Geographic Township of Hunt into an
Improvement District under the name of "The
Corporation of the Improvement District of White River".

Authority O.M.B.
Order dated October 14, 1958,
effective January 1, 1959.

CHANGES IN MUNICIPAL STATUS

AUTHORIZED

January 1, 1959 to January 1, 1960

TOWNS

Bradford

Incorporated former village into a Town, to be known as "The Corporation of the Town of Bradford".

Authority O.M.B.
Order dated November 6, 1959,
effective January 1, 1960.

Waterford

Incorporated former village into a Town, to be known as "The Corporation of the Town of Waterford".

Authority O.M.B.
Order dated November 3, 1959,
effective January 1, 1960.

VILLAGES

Iron Bridge

Incorporated approximately all of the former Improvement District of Gladstone into a Village, to be known as "The Corporation of the Village of Iron Bridge".

Authority O.M.B.
Order dated October 20, 1959,
effective January 1, 1960.

Zurich

Incorporated former police village into a Village, to be known as "The Corporation of the Village of Zurich".

Authority O.M.B.
Order dated November 23, 1959,
effective January 1, 1960.

TOWNSHIPS

Herschel

To become a separate township and new municipality. Incorporated as a new additional township after separation from Monteagle Township, (formerly known as the United Townships of Monteagle & Herschel.)

Authority O.M.B.
Order dated November 18, 1959,
effective January 1, 1960.

Kendry

Incorporated former Improvement District into a Township, to be known as "The Corporation of the Township of Kendry".

Authority O.M.B.
Order dated October 1, 1959,
effective January 1, 1960

CHANGES IN MUNICIPAL STATUS [AUTHORIZED (Cont'd.)

TOWNSHIPS (Cont'd.)

Red Lake

Incorporated former Improvement District into a Township, to be known as "The Corporation of the Township of Red Lake".

Authority O.M.B.
Order dated November 2, 1959,
effective January 1, 1960.

Terrace Bay

Incorporated former Improvement District into a Township to be known as "The Corporation of the Township of Terrace Bay".

Authority O.M.B.
Order dated March 31, 1959.
effective July 1, 1959.

AMALGAMATION AND ANNEXATION ORDERS CHANGING
MUNICIPAL BOUNDARIES ISSUED DURING YEAR ENDING
DECEMBER 31, 1959.

MUNICIPALITY	COUNTY OR DISTRICT	AREA AND EFFECTIVE DATE
Acton, Town of	Halton	Annexation of part of the Township of Esquesing Order issued February 9, 1959, effective January 1, 1959.
Alliston, Town of	Simcoe	Annexation of part of the Township of Tecumseth, Order issued December 2, 1959, effective January 1, 1960.
Brantford, City of	Brant	Annexation of part of the Township of Brantford Order issued December 14, 1959, effective December 31, 1959 - (midnight).
Brockville, Town of	Leeds & Grenville	Annexation of parts of the Township of Elizabethtown Order issued October 29, 1959, effective January 1, 1960.
Capreol, Town of	Sudbury	Annexation of part of the Township of Capreol Order issued March 6, 1959, effective April 1, 1959.
Clinton, Town of	Huron	Annexation of part of the Township of Hullett Order issued December 18, 1959, effective January 1, 1960.
Cobourg, Town of	Northumberland & Durham	Annexation of part of the Township of Hamilton Order issued May 29, 1959, effective July 1, 1959.
Coniston, Town of	Sudbury	Annexation of parts of the Township of Neelon (of the United Townships of Neelon and Garson). Order issued October 28, 1959, effective November 1, 1959.
Dryden, Town of	Kenora	Annexation of part of the un-organized Township of Van Horne Order issued July 2, 1959, effective January 1, 1960.
Dundas, Town of	Wentworth	Annexation of parts of the Township of West Flamborough and Ancaster Order issued September 16, 1959, effective January 1, 1960.
Galt, City of	Waterloo	Annexation of parts of the Township of North Dumfries and Waterloo Order issued August 19, 1959, effective January 1, 1960.

AMALGAMATION AND ANNEXATION ORDERS ETC. (Cont'd.)

Hamilton, City of	Wentworth	Annexation of parts of the Township of Barton, Glanford, Ancaster and Saltfleet Order issued May 14, 1959, effective January 1, 1960.
Hespeler, Town of	Waterloo	Annexation of part of the Township of Waterloo Order issued August 27, 1959, effective September 1, 1959.
London, City of	Middlesex	Annexation of part of the Township of Westminster Order issued March 6, 1959, effective February 1, 1959.
Newmarket, Town of	York	Annexation of part of the Township of Whitchurch Order issued September 28, 1959, effective January 1, 1960.
Orillia, Town of	Simcoe	Annexation of part of the Township of Orillia (South) Order issued October 5, 1959, effective October 1, 1959.
Peterborough, City of	Peterborough	Annexation of part of the Township of North Monaghan Order issued March 31, 1959, effective February 1, 1959.
Port Credit, Village of	Peel	Annexation of part of the Township of Toronto Order issued August 12, 1959, effective August 12, 1959.
Port Dover, Town of	Norfolk	Annexation of part of the Township Woodhouse Order issued March 13, 1959, effective April 1, 1959.
Preston, Town of	Waterloo	Annexation of part of the Township of Waterloo and part of the City of Galt, Order issued May 13, 1959, effective July 1, 1959, (Retroactive)
Richmond Hill, Town of	York	Annexation of part of the Township of Vaughan Order issued September 28, 1959, effective January 1, 1960.
Ridgetown, Town of	Kent	Annexation of part of the Township of Howard Order issued August 5, 1959, effective August 1, 1959.
St. Clair Beach, Village	Essex	Annexation of part of the Township of Maidstone Order issued September 1, 1959, effective September 1, 1959.

AMALGAMATION AND ANNEXATION ORDERS ETC. (Cont'd.)

Sault Ste. Marie, City	Algoma	Annexation of two parts of the Township of Tarentorous Orders issued July 29, 1959, effective August 1, 1959.
Sudbury, City	Sudbury	Annexation of Lots 7 to 12 inclusive in Concessions 1 to 6 inclusive in the Township of Neelon - formerly portion of the Corporation of the United Townships of Neelon and Garson - and Amalgamation of the Town of Frood Mine, Township of McKim and the City of Sudbury.

The Department of
Municipal Affairs,
Annual Report, 1959

DEVELOPMENT AND SPECIAL PROJECTS BRANCH

The Department of
Municipal Affairs,
Annual Report, 1959

DEVELOPMENT AND SPECIAL PROJECTS BRANCH

THE DEVELOPMENT AND SPECIAL PROJECTS BRANCH

On August 1, 1957, The Development and Special Projects Branch was created and commenced operation as a separate Branch of the Department charged with responsibility for:

- (1) Those municipalities for which the Department has an immediate responsibility under Part III of The Department of Municipal Affairs Act and which are in what might be described as the development stage.
- (2) "Special problem" areas including municipalities which do not come under Part III of the Department Act.
- (3) Municipalities which, by reason of their proximity to municipalities falling under (1) or (2) above, it is logical to assign to this Branch, and
- (4) Special projects which from time to time may be assigned to this Branch.

MUNICIPALITIES AND DEVELOPMENTS

The intent upon the formation of the Branch was not to create a static condition concerning responsibility for certain designated municipalities but rather that there be a movement between the Administration Branch and the Development and Special Projects Branch of such responsibility as circumstances and conditions from time to time dictate.

Listed below are those municipalities which were the responsibility of the Development and Special Projects Branch during 1959:

Cities	Townships
Sudbury	Balfour
	Bleazard
	Capreol
Towns	Cardiff
	Dowling
Blind River	Drury, Denison & Graham
Capreol	Falconbridge
Chelmsford	Faraday
Espanola	Hagar
Levack	Hanmer
Sioux Lookout	McKim
	Michipicoten
Villages	Neelon & Garson
	Rayside
Bancroft	Waters

THE DEVELOPMENT AND SPECIAL PROJECTS BRANCH (Cont'd.)

MUNICIPALITIES AND DEVELOPMENTS (Cont'd.)

Improvement Districts	Unorganized Territory
Balmertown	Public School Section #1 Baird and Heyson
Bicroft	Public School Section #1 McKenzie Island
Elliot Lake	
Gladstone	
Manitouwadge	
Marathon	
Onaping	
Red Lake	
Red Rock	

PERSONNEL ESTABLISHMENT

The personnel complement of the Branch comprises the Director, two Supervisors, two Assistant Supervisors, two Principal Clerks and the requisite stenographic and clerical staff.

DUTIES OF THE BRANCH

The normal activities of the Development and Special Projects Branch in regard to those municipalities assigned to it are identical to those of the Administration Branch. These duties were carried out during the year 1959. However, the attention of the Branch was required to a much larger degree in the guidance and development of those municipalities of recent origin, e.g.:

The Improvement District of Bicroft	Erected January 1, 1958
The Improvement District of Elliot Lake	Erected September 1, 1955
The Improvement District of Manitouwadge	Erected November 1, 1954

As in 1958 a great deal of effort has been channelled into the development of the Improvement District of Elliot Lake. This municipality was formed as a direct result of the need to house and provide municipal services for the employees of the uranium mines in the area.

Due to the lack of habitation, with the exception of one or two cottages, no form of local government was in existence in this area previously. However, from the date of its erection, September 1, 1955, to December 31, 1959, the population of the Improvement District has grown to approximately 25,000.

THE DEVELOPMENT AND SPECIAL PROJECTS BRANCH (Cont'd.)

DUTIES OF THE BRANCH (Cont'd.)

This tremendous population growth in such a comparatively contracted period of time has produced severe financial and practical problems of municipal development requiring the most constant and urgent efforts on the part of all concerned. During 1959 a great many of these problems received the detailed attention of the Branch. The financial stability of the Improvement District has been and remains a matter of continued study.

POLICIES OF GOVERNMENT COMMITTEES

In performing its duties with respect to the various "new" municipalities, the Branch must at all times be cognizant of the administrative policies as determined not only by the Department but the Cabinet Committee on Townsites and of its sub-committee, the Administrative Sub-Committee on Townsites.

DISPOSAL OF MUNICIPALLY-OWNED LAND

In the development of the newly created municipalities all municipal lands which are to be made available for industrial and commercial uses have been put up for public auction. These auctions have, in the majority of cases, been conducted by the Branch. As the demand eased off in 1959 this policy was slightly varied to the extent that such lots may now be disposed of by public tender.

Residential properties, on the other hand, are sold initially at regular publicized sales conducted or supervised by the Branch and on a first-come-first-served basis. The residue of these and of the commercial and industrial lots may then be acquired at equitably adjusted prices through application to the municipality.

The approximate value of lot sales in the Improvement Districts of Balmertown, Bicroft, Elliot Lake, Manitouwadge and Red Lake for the calendar year 1959 is as follows:

	Residential	Commercial	Industrial
Balmertown	\$ 7,075.00	\$ 3,000.00	\$
Bicroft	350.00	2,000.00	
Elliot Lake	50,212.00	5,669.00	1,554.00
Manitouwadge	29,800.00	5,500.00	
Red Lake	1,802.00	144.00	
	<hr/>	<hr/>	<hr/>
	\$89,239.00	\$16,313.00	\$1,554.00
Grand Total	<hr/>		
	\$107,106.00		

THE DEVELOPMENT AND SPECIAL PROJECTS BRANCH (Cont'd.)

DISPOSAL OF MUNICIPALLY-OWNED LAND

The proceeds of such sales are turned back into the development of the municipality and are used for the provision of services for which debentures are not purchasable by the Ontario Municipal Improvement Corporation.

The Branch is required to consider for approval Offers to Purchase, Transfers of Title and By-laws relevant to such sales of property.

VISITS TO MUNICIPALITIES

The responsibility of the Development and Special Projects Branch with respect to new municipalities is intended to extend wherever required to active participation in their administration. Thus members of the Branch, as an integral portion of their duties, are required to make reasonably frequent visits to the newer municipalities such as the Improvement Districts of Bicroft, Balmertown, Elliot Lake and Red Lake. Visits to other municipalities under the jurisdiction of this Branch are made at less regular intervals.

Members of the Branch are expected to attend and participate in meetings of councils, boards of trustees, school boards and such other meetings dealing with municipal administration in the locality being visited. In the case of the fully supervised municipalities it is customary, as a result of such visits, to suggest improvements in administrative methods including the revision or implementation of municipal by-laws.

Visits to municipalities are not necessarily confined, in the strict sense, to supervision; e.g., during 1959 several visits were made as a result of invitation by the municipalities concerned and in other instances members of the Branch participated in investigation into municipal finances and other matters.

CONSULTING ENGINEERS -- PROGRESS REPORTS -- CONTRACTS

In those improvement districts under current development, it has been the practice to employ the services of consulting engineers to design and assist in the installation of essential services such as water works, sewers, roads, street lighting, paving etc.

THE DEVELOPMENT AND SPECIAL PROJECTS BRANCH (Cont'd.)

CONSULTING ENGINEERS-PROGRESS REPORTS-CONTRACTS (cont'd.)

In most cases the head office of such firms of consulting engineers is in Toronto and it follows that a great deal of worthwhile co-operation is obtained through Branch liaison.

A times it has been expeditious, for example, to open tenders for certain works and services in the office of the Director of thr Branch. By so doing the recommendations of the consulting engineer and the approval and/or recommendation of the Department may be relayed to the respective Boards of Trustees at the same time. This obviates unnecessary delays in transmission of the tenders and of the requisite approval.

Consulting engineers' monthly progress reports regarding the installation of essential services, designs, estimates and recommendations are also examined in the Branch and discussed with the engineers where necessary. Copies of the engineers' progress certificates with respect to each project are also filed with the Branch.

All contracts for the installation of water works, sewage works, roads, street lighting and similar services are examined in the Branch and are subject to formal approval.

REQUISITE DEPARTMENTAL APPROVALS

Certain actions and undertakings of municipal councils, boards of trustees and of their local boards are, pursuant to the provisions of certain of the Acts of the Legislature, subject to the approval of the Department of Municipal Affairs. With respect to those municipalities coming within its scope of jurisdiction, these approvals are processed through the Development and Special Projects Branch.

Approval of the Department is required to the following:

Municipal Pension Plans

The Municipal Act enables municipal councils, subject to certain limitations, to provide pensions for their employees by contract either with Her Majesty in accordance with the Government Annuities Act or with an insurer licensed under The Insurance Act or with

THE DEVELOPMENT AND SPECIAL PROJECTS BRANCH (Cont'd.)

REQUISITE DEPARTMENTAL APPROVALS (Cont'd.)

Municipal Pension Plans (Cont'd.)

both Her Majesty and an Insurer.

The initiating by-laws and amending by-laws require the approval of the Department.

Special Undertakings

A municipality, subject to the approval of the Department, may pass by-laws for acquiring, erecting, altering, maintaining, operating, managing or granting aid for the acquisition, erection, alteration, maintenance, operation or management of monuments, memorial windows, tablets, buildings, arenas, auditoriums, parks, recreational areas, health or community centres, playgrounds, athletic fields, stadia or other places of recreation and amusement within or outside the municipality which may or may not be in commemoration of the persons or any class thereof who served during any war in the armed forces of Her Majesty or His Majesty's allies or in the auxiliary or ancillary services of such forces or in the merchant marine or any corps of (Civilian) Canadian Fire Fighters for service in the United Kingdom.

Federation of Agriculture Rates

Under provisions of The Municipal Act, a township council may by by-law assess and levy a special rate, representing the annual membership fees in The Federation of Agriculture, upon the ratepayers of the township who are entered on the assessment roll as farmers. Such by-law is subject to the approval of the Department.

Hawkers and Pedlars

A municipality may pass by-laws for the licensing, regulating and governing of persons who go from place to place or to a particular place with goods, wares or merchandise for sale or who carry and expose samples,

THE DEVELOPMENT AND SPECIAL PROJECTS BRANCH (Cont'd.)

REQUISITE DEPARTMENTAL APPROVALS (Cont'd.)

Hawkers and Pedlars (Cont'd.)

patterns or specimens of any goods, wares or merchandise for future delivery. Departmental approval is required if the license fee imposed exceeds \$2.00.

Annual Allowance for Local Boards

A local board as defined in The Department of Municipal Affairs Act (Except school and library boards) may pay to its members such annual or other remuneration as the Department approves.

Remuneration of Police Village Trustees

The board of trustees of a police village may pay its members such annual or other remuneration as the Department approves.

Officers' Security

Every treasurer, deputy-treasurer and collector and every other corporation officer as the council may require, must give annual security for faithful performance of his duties and for the handling of money. The form which this security takes is subject to Departmental approval.

Salary of Members - Independent Parking Authority

A municipality may under the authority of The Municipal Act establish a Parking Authority; the members may be paid such salary or other remuneration as may be fixed by by-laws of the council endorsed with Departmental approval.

Publication of Statements of Revenue and Expenditure

The municipal council may publish, before nomination day, a detailed statement of revenues and expenditures for the current year in the form and manner prescribed by the Department.

Annual Estimate of Municipalities

Every municipal council (board of trustees in the case of improvement districts) is required each year to

THE DEVELOPMENT AND SPECIAL PROJECTS BRANCH (Cont'd.)

REQUISITE DEPARTMENTAL APPROVALS (Cont'd.)

Annual Estimate of Municipals (Cont'd.)

prepare and adopt estimates for all sums required for the year, including sums required by law for school purposes and for boards, commissions and other bodies. Such estimates are usually referred to as the budget of the municipality. These estimates must be in such detail and such form as the Department may prescribe.

In addition, the estimates of improvement districts and designated mining municipalities require the formal approval of the Department. However, prior to such approval the Branch, in the majority of cases, participates quite extensively in their preparation, calculation and completion. This is particularly true with respect to the newer municipalities during the period of their initial development.

In the case of designated mining municipalities, it is essential that the municipal budgets be substantially complete before a calculation may be made with regard to their respective mining revenue payments derived in accordance with the Regulations made by the Minister under The Assessment Act. Such payments are calculated by the members of the Branch from the information contained in annual budgets and from additional information contained in annual budgets and from additional information contained in returns made by these municipalities to the Department.

Reserve Funds

Provisions may be made in the annual municipal estimates for allocating monies to reserve funds. Where such funds are established the monies so appropriated cannot be used for any purpose other than the original specified purposes without the approval of the Department. The approval of the Department is also required to the originating by-law.

THE DEVELOPMENT AND SPECIAL PROJECTS BRANCH (Cont'd.)

REQUISITE DEPARTMENTAL APPROVAL (Cont'd.)

Acquiring and Disposing of Industrial Sites

The Municipal Act provides that by-laws may be passed by the councils of all municipalities, with the assent of the electors qualified to vote on money-by-laws, or with the approval of the Department, for acquiring and expropriating land and selling or leasing the land for the purpose of sites for the establishment and carrying on of industries and industrial operations.

There is little necessity for utilizing this municipal prerogative on the part of more recently established municipalities as, in the original design of such areas, attempts have been made to provide adequate sites for residential, commercial and industrial purposes. However, this authority may well be exercised by those other municipalities coming under the scope of jurisdiction of the Development and Special Projects Branch.

Registration of Land for Tax Arrears

From the date a municipality is placed under the supervision of the Department of Municipal Affairs, and notwithstanding its subsequent release, it is subject to the provisions of Part III of The Department of Municipal Affairs Act which apply to the registration of land for arrears of taxes. The procedure outlined under these provisions is in lieu of the tax sale procedure as set out under The Assessment Act and entails securing Departmental approval to the registration and disposition of such land.

Municipalities not under Departmental supervision may similarly use The Department of Municipal Affairs Act procedure in lieu of the tax sale procedures of The Assessment Act after securing an Order of the Minister. It has been ministerial practice, however, not to issue such an order unless requested to do so by a majority of the municipalities within a county or district.

THE DEVELOPMENT AND SPECIAL PROJECTS BRANCH (Cont'd.)

REQUISITE DEPARTMENTAL APPROVAL (Cont'd.)

Registration of Land for Tax Arrears (Cont'd.)

This Branch is responsible for the implementation of the procedure in municipalities assigned to it.

ADMINISTRATIVE ASSISTANCE TO MUNICIPALITIES

There are a considerable number of Acts of the Legislature which have to do with municipal affairs either directly or indirectly. Most of these provincial statutes are entrusted to the Department of Municipal Affairs for administration. The logical result is that virtually every phase of municipal administration is referred to the Department from time to time with accompanying requests for advice and assistance. Such requests are received from numerous sources including other departments of the Government, elected and appointed municipal officials, ratepayers groups, service clubs, chambers of commerce, ratepayers, historians, etc.

The Closing of Roads

Often included in original surveys are allowances for roads either along the bank or shore of any body of water or leading to it. Such road allowances may be closed by municipal by-laws, subject to approval by the Lieutenant-Governor in Council provided, however, that the statutory provisions of The Municipal Act have been followed.

After the applicant municipality has complied these provisions, and application is submitted to the Department for processing at Provincial level and subsequently the Department submits the application and petition of the municipality to the Lieutenant-Governor in Council for approval of the by-law. This obviates the necessity of the council dealing individually with several departments, thereby saving considerable time and duplication of procedure. The Department solicits comments from:

The Surveyor-General of Ontario;

The Department of Lands and Forests;

The Department of Planning and Development;

The Department of Highways;

THE DEVELOPMENT AND SPECIAL PROJECTS BRANCH (Cont'd.)

ADMINISTRATIVE ASSISTANCE TO MUNICIPALITIES (Cont'd.)

The Closing of Roads (Cont'd.)

The Hydro-Electric Power Commission of Ontario.

After approval as to vires is obtained through the Department of the Attorney General, the Minister may recommend that an approving Order-in-Council be passed. When received, the Order-in-Council is in turn forwarded to the applicant municipality.

Experience has proven that when municipalities have consulted with the Department and made use of its services before commencing road closing proceedings little or no difficulty has been encountered in facilitating the matter.

Municipal By-Laws

Many requests are received from municipal officials for assistance in the preparation of various types of municipal by-laws. While no attempt is made by the members of the Branch to assume the responsibilities of the municipal solicitor in this respect, assistance may nevertheless be readily given where the legal framework of a particular by-law is already established or is of standard form.

A typical example of this type of Branch assistance is that given with respect to debenture by-laws. Such assistance includes the compilation of the necessary debenture repayment schedules, advice regarding interest rates, assistance in marketing the debentures, the making of arrangements for the printing of the debentures, the checking of the printing proof and co-operation with the Ontario Municipal Board at the request of the municipality and/ or the Board for clearance of the debenture by-law for validation purposes.

THE DEVELOPMENT AND SPECIAL PROJECTS BRANCH (Cont'd.)

ADMINISTRATIVE ASSISTANCE TO MUNICIPALITIES (Cont'd.)

Ontario Municipal Improvement Corporation - Purchase of
Municipal Debentures

In addition to normal assistance and advice to municipalities with respect to the preparation of debentures by-laws, calculation of repayment schedules and marketing of debentures, the Branch advises and assists in the application by a municipality to the Ontario Municipal Improvement Corporation for the purchase of its debentures.

Upon initial enquiry being received from a municipality, the Branch advises as to the procedure to be followed. The requisite application forms are provided and advice given as to the calculation of the repayment schedules.

If circumstances warrant, assistance is given in the actual preparation of debenture by-laws and repayment schedules. However, for the most part, this degree of participation together with responsibility for debenture printing and proof reading with respect to applications to Ontario Municipal Improvement Corporation is confined to those municipalities subject to Part III of The Department of Municipal Affairs Act.

Recourse to sale of debentures to Ontario Municipal Improvement Corporation is particularly desirable in the case of the more recently created municipalities. In these cases, due to the lack of previous financial background information, a market for their debentures has been found to be virtually non-existent.

However, the purposes for which Ontario Municipal Improvement Corporation may buy debentures are limited to the following:

- (a) waterworks and water supply distribution systems;

THE DEVELOPMENT AND SPECIAL PROJECTS BRANCH (Cont'd.)

ADMINISTRATION ASSISTANCE TO MUNICIPALITIES (Cont'd.)

Ontario Municipal Improvement Corporation - Purchase of
Municipal Debentures

- (b) sewage works, treatment works, sewer system
or sewer;
- (c) plants and works for the incineration of garbage,
refuse and wastes; and
- (d) drainage works under The Municipal Drainage
Act.

The Ontario Municipal Improvement Corporation is not authorized to buy debentures for such purposes as roads, sidewalks, street lighting, municipal buildings, etc., and markets must be found elsewhere.

In some instances municipal debentures have been purchased by the local industries such as the mines or paper companies. Considerable purchases have also been made by the Province of Ontario under a special Vote in the annual Provincial estimates. This Vote provides as follows: "To make advances to and purchase debentures of improvement districts (which are met with completely unusual development problems including great population growth) to aid them in financing capital projects, as may be approved by the Lieutenant-Governor in Council". Through this Vote the following debentures were purchased in 1959:

The Improvement District of Elliot Lake	
Floating Indebtedness (1958)	\$ 650,000.00
Roads and Clearing	980,720.00
Trailer Parks	25,000.00
Engineering Design	100,000.00
Trailer Park 3B	35,000.00
Clearing, Roads, Sidewalks, Cemetery and Fire Hall	1,980,000.00
Residential Street Lighting	220,000.00
Municipal Building	30,000.00
	\$4,020,720.00

THE DEVELOPMENT AND SPECIAL PROJECTS BRANCH (Cont'd.)

CHANGE OF MUNICIPAL STATUS

It is a function of the Branch to make recommendations to the Minister where it is felt that an improvement district has gained sufficient municipal experience and maturity to be released from Departmental supervision. In 1959 the Branch continued to encourage such improvement districts to apply for release.

The following changes in municipal status were effected during 1959 under and pursuant to the requisite Ontario Municipal Board Orders:

Most of the Improvement District of Gladstone was formed into the Village of Iron Bridge effective January 1, 1960. That portion which remained, namely Lot 10 in the 1st, 2nd and 3rd Concessions in the Improvement District of Gladstone and Lots 11 and 12 in the 1st, 2nd and 3rd Concessions of the geographic Township of Gladstone was annexed to the Township of Day and Bright to be effective as well on January 1, 1960.

The Improvement District of Terrace Bay became the Township of Terrace Bay effective July 1, 1959.

The Improvement District of Red Lake acquired the status of Township effective January 1, 1960.

Concluding a period of investigation and hearings, the Ontario Municipal Board has ordered that, effective January 1, 1960, the City of Sudbury shall be enlarged by amalgamation with the Town of Frood Mine and the Township of McKim, and by annexation of the west half of the Township of Neelon. As a result of subsequent representation by certain ratepayers the Board's Order was reviewed and received confirmation by Order-in-Council.

Where necessary the Branch actively participated in the arrangements, discussions and meetings leading up to the said changes in municipal status and continues to proffer advice and assistance as required.

A change in municipal status does not necessarily remove an area from the Branch's scope of jurisdiction although in most cases the degree of supervision is at least restricted, e.g., those municipalities which by virtue of their designation as "mining municipalities" remain

THE DEVELOPMENT AND SPECIAL PROJECTS BRANCH (Cont'd.)

CHANGE OF MUNICIPAL STATUS (Cont'd.)

subject to the Regulations made by the Minister under The Assessment Act and continue to be a responsibility of the Development and Special Projects Branch.

INTERDEPARTMENTAL LIAISON

The Branch is frequently called upon to provide information, statistics and analyses respecting municipalities and municipal functions to other Provincial Government Departments. It has also been requested to provide information and/or explanations supplementary to various municipal applications and projects. The provision of such information facilitates the disposition of municipal applications by the departments concerned and promotes a better understanding of municipal problems.

PUBLIC RELATIONS

During the year private citizens, ratepayers groups, service clubs, etc., took advantage of the services of the Branch. Such services were mainly confined to the provision of information. However, members of the Branch are also required from time to time to attend and participate in municipal conventions, service club meetings and other gatherings.

The Department of
Municipal Affairs,
Annual Report, 1959

ONTARIO MUNICIPAL BOARD

The Department of
Municipal Affairs,
Annual Report, 1959

ONTARIO MUNICIPAL BOARD

The Department of
Municipal Affairs,
Annual Report, 1959

THE MUNICIPAL ADVISORY COMMITTEE

THE MUNICIPAL ADVISORY COMMITTEE

ANNUAL REPORT, DECEMBER 31st, 1959

Municipal Advisory Committee

At the beginning of the year the Committee consisted of a Chairman and five Members whose two-year appointment expired on March 31st. They were re-appointed by Order-in-Council 976/59 for a period of two years terminating on March 31st, 1961 and Order-in-Council 1262/59 appointed K. Grant Crawford for a period co-terminus with that of the other Members. The following persons constitute the Committee,

Alfred H. Cowling, M.P.P.	Chairman
K. Grant Crawford	Director, The Institute of Local Government, Queen's University,
W. H. Heaton	formerly Comptroller, Township of East York,
Wm. G. Manning	Clerk - Treasurer, County of Ontario
D. M. Martin	Clerk, City of Fort William,
J. W. McBain	Clerk - Comptroller, Township of Teck,
E. C. Reid	Clerk, City of St. Thomas

A three-day meeting was held each month from January to June and September to December inclusive and following each meeting a report was made to the Minister.

Studies requested by the Minister and not completed in the previous year were-

- (a) a submission made by The City Engineers' Association of Ontario re The Local Improvement Act,
- (b) the municipal franchise, and
- (c) some aspects of assessment.

Early in the year the Committee completed its examination of the submission made by The City Engineers' Association of Ontario re The Local Improvement Act and a separate report was transmitted to the Minister.

The Committee was then requested to make a report on the revision of The Assessment Act and it was indicated that this assignment should be given priority. Because of the magnitude of the task it was decided that the report would be made in sections. Two reports have been submitted, the first dealing with assessment matters in a general way and the second with business assessment.

Municipal Advisory Committee (Cont'd.)

In order to give priority to the revision of The Assessment Act it was necessary to defer the study of the municipal franchise. However, it was continued whenever possible and some recommendations were made. Recommendations were also made on miscellaneous matters.

The Committee received delegations or individuals representing the York Township Council of Ratepayers' Association, The Canadian Life Insurance Officers Association, Citizens Research Institute of Canada and the Association of Assessing Officers of Ontario, a representative from the Department of the Attorney-General, the Municipal Legislative Counsel and was attended on two occasions by a member of the Staff of the Department of Municipal Affairs. The Committee wishes to thank these persons for the assistance given by either the presentation of a problem or the furnishing of technical advice.

The Department of Municipal
Affairs, Annual Report, 1960

THE DEPARTMENT OF MUNICIPAL AFFAIRS

TWENTY-SEVENTH ANNUAL REPORT

For the year ending December 31, 1960.

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GENERAL ACTIVITIES OF
THE DEPARTMENT OF MUNICIPAL AFFAIRS

The general principle underlying the operations of the Department of Municipal Affairs is to provide Ontario municipalities -- some 976 in number -- with advice and direction when requested to do so by the municipalities, to give close supervision to newly established municipalities which are placed under the supervision of the Department, and to administer such Acts of the Legislature related to municipal operations as are specifically given to its charge.

The Department was originally organized in 1935 to take over the actual supervision of some 39 defaulting municipalities, all of which have since recovered their financial standing. However, in the meantime, the scope of the Department's activities has broadened as municipal affairs have become more and more complex until at the present time problems involving practically every phase of municipal administration are continually referred to the Department for advice and guidance, both by elected and by appointed municipal officials.

The Honourable Wm. K. Warrender, Q.C., was sworn in as Minister of Municipal Affairs on November 1st, 1956.

During 1960 the Department was re-organized. Mr. Lorne R. Cumming, M.A., Q.C., for 10 years Chairman of the Ontario Municipal Board became Deputy Minister while Mr. C.W. Yates, Q.C., formerly Vice-Chairman of the Ontario Municipal Board was appointed General Municipal Counsel for the Department. Mr. J.W.P. Carter, B.A., became Assistant Deputy Minister, Administration, comprising Municipal Administration Branch, Municipal Assessment Branch, Development and Special Projects Branch. Mr. Paul Hickey, C.A., became Assistant Deputy Minister, Finance, comprising the Municipal Auditing and Accounting Branch.

At the same time the Community Planning Branch of the Department of Planning and Development, under the direction of Mr. A.L.S. Nash, became part of the Department while the Ontario Water Resources Commission under the chairmanship of Mr. A.M. Snider was placed directly under the Minister of the Department.

BRANCHES AND DIVISIONS OF THE DEPARTMENT

The Department is divided into:

1. Municipal Administration Branch
2. Municipal Assessment Branch
3. Municipal Auditing and Accounting Branch
4. Main Office Branch
5. Development and Special Projects Branch
6. Community Planning Branch

The Minister of Municipal Affairs is charged with
the administration of:

1. The Ontario Municipal Board
2. The Municipal Advisory Committee
3. Ontario Water Resources Commission.

DUTIES OF BRANCHES AND DIVISIONS

1. Municipal Administration Branch & Development and Special Projects with Respect to Municipalities within their jurisdiction
 - (a) Complete Supervision of Defaulting Municipalities
 - (b) Formation and Supervision of Improvement Districts
 - (c) Payments to Designated Mining Municipalities
 - (d) Special Programme of Federal Provincial Assistance to Municipalities to Stimulate Employment
 - (e) General Assistance
 - (f) Departmental Approval of the following:
 - 1) Municipal pension plans
 - 2) Special municipal undertakings
 - 3) Federation of Agriculture rates
 - 4) Licensing of salesmen
 - 5) Annual allowances for local boards
 - 6) Remuneration of police village trustees
 - 7) Security furnished by municipal officers
 - 8) Publication of statements of revenues and expenditures
 - 9) Yearly municipal estimates
 - 10) Reserve funds
 - 11) Contributions re expenses incurred by corporation re proposed subdivision of land
 - 12) Forms of notices, by-laws, etc.
 - 13) Acquiring or disposing of industrial sites
 - 14) Tax on mine or mining work
 - 15) Salary of Members -- Independent Parking Authority
 - 16) Destruction of Records
 - 17) Powers of Township to Assess on Basis of Gross Receipts
 - (g) Administrative Assistance to Municipalities
 - 1) General, Advisory and administrative
 - 2) The Closing of Roads
 - 3) Municipal Courses
 - 4) Tile Drainage
 - (h) Tax Registration

DUTIES OF BRANCHES AND DIVISIONS (Cont'd)

2. Municipal Assessment Branch

- (a) Establishing Equalization Factors
- (b) Equalization of Assessment and The Homes for the Aged Act
- (c) Valuations of Ontario Government and Ontario Hydro Property
- (d) Designated Mining Municipalities
- (e) Establishing a basis of equalized assessment throughout Ontario
- (f) County Assessment System
- (g) Special projects
- (h) General assistance to municipalities in assessment problems
- (i) Approval of by-laws

3. Municipal Auditing and Accounting Branch

- (a) Improvement of Municipal auditing and practices
 - 1) Licensing of auditors
 - 2) Improvement of auditing procedures
 - 3) Study of municipal audit reports
 - 4) Visits to municipal accounting departments
 - 5) Lectures at municipal courses, etc.
 - 6) Assist new municipalities to set up original accounting records
- (b) Preparation and publication of municipal statistical data
 - 1) The Annual Report of Municipal Statistics
 - 2) The Municipal Directory
- (c) Verification of claims for subsidies and grants
 - 1) Unconditional grants
 - 2) Payments in lieu of taxes

4. Main Office Branch

- (a) Personnel
- (b) Accounts and Payrolls
- (c) Records and Mail Section
- (d) Research
- (e) Fox Bounties
- (f) Departmental Library

5. Community Planning Branch

This Branch assists and advises local communities in all phases of their physical planning, so that they may become more attractive and more efficient.

The means of attaining this objective includes:

DUTIES OF BRANCHES AND DIVISIONS (Cont'd)

- 1) Conducting a programme of public education through various channels.
- 2) Working closely with municipal councils and other local agencies in creating local planning organizations.
- 3) Offering guidance to local communities through the administration of The Planning Act 1955, and through consultation with local planning officials on practically every detail and every aspect of the subject.
- 4) Co-ordinating local planning with the plans and policies of Provincial and Dominion Government agencies.
- 5) Conducting studies of special areas to secure information for future development.
- 6) Planning and design of new townsites in connection with the development of natural resources.

6. The Ontario Municipal Board

The activities of this body are laid down in The Ontario Municipal Board Act and are so numerous as to form a separately published report.

7. The Municipal Advisory Committee

This is a Committee composed of a chairman and 5 members from different municipalities across Ontario, the duty of which is to advise the Minister of Municipal Affairs on all questions related to municipalities.

8. Ontario Water Resources Commission

Broadly speaking the task of the Commission is:

- 1) To develop and make available supplies of water.
- 2) To construct and operate systems for the supply, purification and distribution of water and for the disposal of sewage.
- 3) To enter into agreements with respect to the supply of water or the disposal of sewage.
- 4) To conduct research programmes and to prepare statistics for its purposes.
- 5) To perform such other functions as may be assigned to it by the Lieutenant-Governor-in-Council.

The Department of Municipal
Affairs, Annual Report, 1960

THE MUNICIPAL ADMINISTRATION BRANCH

THE MUNICIPAL ADMINISTRATION BRANCH

This Branch is composed of a Director, 4 Supervisors, 3 Principal Clerks, together with the requisite stenographic staff. Its responsibilities include the following:-

(a) Supervision of Municipalities

Municipalities which have defaulted in payment of their contracted debts as well as Improvement Districts come under Part III of The Department of Municipal Affairs Act. While under supervision the approval of the Department is required to every action of the Council and particular attention is given to financial activities and to the legality of all the Council's actions. Since 1932 thirty-nine municipalities in addition to several school boards have been placed under this direct supervision. However, the last of them were released in 1956.

(b) Formation and Supervision of Improvement Districts

From 1849 until 1944 municipalities were incorporated as such under the assumption that they could acquire experience in municipal government as they went along. This worked well in the older sections of the Province but with the more rapid economic development of Northern Ontario it was realized that municipal development too should be speeded up. Accordingly in 1944 provision was made for the formation of a new type of municipality-- Improvement District. This in the early stages would be under the supervision of the Department but later, after a period of tutelage, could be placed on its own responsibility as a full fledged municipality. The governing body in the tutelage stage is a board of trustees recommended by the Department to the Lieutenant-Governor-in-Council and appointed by him.

Since 1943 thirty Improvement Districts have been incorporated, of these, four have become townships - Mountjoy, Atikokan, Cardiff and Terrace Bay - one has become a village - Wasaga Beach - and two have become towns - Ajax and Deep River.

(c) Payments to Designated Mining Municipalities

In 1952 Section 33a of The Assessment Act was enacted by the

(c) Payments to Designated Mining Municipalities (Cont'd)

Legislature to enable the Minister of Municipal Affairs to make regulations in respect to mining municipalities. Since that time 54 municipalities have been designated by regulations as "mining municipalities". Under these regulations, which have been amended from time to time and which are too extensive to reproduce in this report, these municipalities have received mining revenue payments. A summary of these payments for the years 1955 to 1960 inclusive is shown on the following pages.

PAYMENTS TO DESIGNATED MINING MUNICIPALITIES (Cont'd)

	<u>1955</u>	<u>1956</u>	<u>1957</u>	<u>1958</u>	<u>1959</u>	<u>1960</u>
(a) City of Sudbury	\$ 227,600.00	\$ 227,600.00	\$ 227,600.00	\$ 227,600.00	\$ 300,600.00	\$ 1,377,994.75
(b) Towns of:						
Blind River	-	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00
Caledonia	-	-	1,440.00	1,600.00	1,755.00	2,430.00
Capreol	-	-	-	2,960.00	3,330.00	3,510.00
Chelmsford	5,725.00	9,400.00	12,840.00	12,840.00	12,840.00	12,840.00
Cobalt	7,650.00	12,618.69	12,618.69	12,618.69	12,618.69	12,618.69
Geraldton	10,000.00	10,000.00	10,120.00	10,840.00	11,070.00	11,475.00
Haileybury	1,850.00	3,920.00	3,920.00	3,920.00	3,920.00	3,920.00
Levack	73,622.04	73,622.94	98,767.63	102,234.32	129,287.16	150,504.00
Matheson	1,600.00	2,800.00	2,800.00	2,800.00	3,600.00	3,600.00
Ojibway	-	-	25,167.14	25,167.14	25,167.14	22,491.31
Timmins	154,195.00	195,600.51	196,783.14	200,210.37	215,148.24	224,610.61
(c) Villages of:						
Bancroft	-	-	6,880.00	7,880.00	9,270.00	9,270.00
Hagersville	-	-	1,320.00	1,520.00	1,800.00	1,890.00
Marmora	-	-	3,880.00	4,480.00	5,220.00	5,220.00
(d) Townships of:						
Atikokan	55,008.87	96,259.92	150,421.67	223,077.73	223,077.73	262,440.19
Balfour	3,400.00	6,230.00	8,000.00	8,000.00	8,550.00	8,865.00

PAYMENTS TO DESIGNATED MINING MUNICIPALITIES (Cont'd)

	<u>1955</u>	<u>1956</u>	<u>1957</u>	<u>1958</u>	<u>1959</u>	<u>1960</u>
Belmont & Methuen	-	-	8,029.90	10,752.27	10,752.27	10,752.27
Black River	4,616.75	10,909.65	11,478.40	15,724.00	15,724.00	15,724.00
Bleazard	4,475.00	7,459.00	10,712.65	12,988.88	17,342.18	20,593.00
Bucke	3,073.68	5,707.02	9,139.39	9,139.39	9,139.39	9,139.39
Capreol	-	-	-	4,880.00	7,245.00	7,245.00
Cardiff	-	-	-	11,760.00	11,760.00	11,760.00
Casimir, Jennings & Appleby	-	-	-	-	-	2,970.00
Coleman	4,237.18	15,802.24	15,802.24	15,802.24	15,802.24	15,802.24
Dowling	4,150.00	11,520.00	11,520.00	11,520.00	11,520.00	11,520.00
Drury, Denison & Graham	4,475.00	7,390.40	7,968.57	9,906.22	9,906.22	9,906.00
Falconbridge	-	-	-	44,876.58	44,876.58	53,368.00
Faraday	-	-	3,426.58	9,035.28	8,985.94	14,298.70
Hagar	-	720.00	920.00	1,080.00	2,970.00	3,240.00
Hammer	2,925.00	3,960.00	5,280.00	7,120.00	9,900.00	11,610.00
Larder Lake	10,000.00	13,800.00	14,240.00	14,440.00	18,045.00	18,135.00
Marmora & Lake	-	-	3,729.09	6,605.23	6,249.44	15,254.65
Matachewan	9,596.64	10,100.78	10,100.78	10,100.78	8,080.62	6,060.47
Michipicoten	46,553.85	50,679.60	78,186.67	91,059.88	95,605.28	101,567.67
Mountjoy	2,750.00	4,080.00	4,800.00	5,190.18	6,642.20	6,930.00
McKim	197,474.47	219,498.88	276,361.20	276,361.20	276,361.20	n/a
Neelon & Garson	106,636.44	141,776.63	266,067.41	165,594.75	168,043.41	128,627.00

PAYMENTS TO DESIGNATED MINING MUNICIPALITIES (Cont'd)

	<u>1955</u>	<u>1956</u>	<u>1957</u>	<u>1958</u>	<u>1959</u>	<u>1960</u>
Oneida	-	-	4,961.99	4,961.99	5,491.48	7,959.08
Playfair	-	1,440.00	1,520.00	1,720.00	1,980.00	1,980.00
Rayside	5,425.00	9,200.00	10,240.00	10,240.00	20,205.00	22,185.00
Red Lake	-	11,840.00	12,720.00	12,720.00	13,545.00	14,310.00
Ross	-	-	8,020.16	13,410.14	13,410.14	13,831.99
Seneca	-	-	2,672.00	2,672.00	2,744.62	3,883.44
Teck	163,930.22	233,456.27	246,737.97	256,504.08	273,579.98	273,579.98
Tisdale	176,006.94	200,612.66	208,781.25	219,466.56	231,873.26	271,578.02
Waters	4,825.00	5,800.00	5,800.00	5,960.00	16,604.23	19,183.00
Whitney	44,122.63	44,122.63	44,122.63	44,122.63	45,561.80	45,561.80
(e) Improvement Districts of:						
Balmertown	63,115.25	63,115.25	64,468.75	55,542.61	53,103.11	49,023.00
Beardmore	9,287.82	11,364.05	11,364.05	11,887.47	10,902.91	10,902.91
Bicroft	-	-	-	55,128.92	55,128.92	67,921.82
Cardiff	-	20,000.00	25,587.53	Dissolved	Dissolved	Dissolved
Elliot Lake	-	30,000.00	73,349.50	150,108.67	547,703.04	1,081,202.43
Gauthier	4,539.88	4,986.92	5,455.79	5,640.00	6,528.92	6,329.35
Manitouwadge	-	30,000.00	42,661.62	44,067.84	56,518.56	81,236.00
McGarry	80,465.00	92,750.07	89,165.91	89,165.91	89,165.91	85,248.83
Onaping	-	39,755.79	37,798.95	37,798.95	54,456.04	62,668.00
Renabie	5,034.08	5,034.08	3,563.25	5,430.30	5,586.13	5,375.42
	<u>\$1,498,366.74</u>	<u>\$1,964,783.08</u>	<u>\$2,419,313.20</u>	<u>\$2,628,233.20</u>	<u>\$3,245,758.98</u>	<u>\$4,732,145.03</u>

(d) Municipal Winter Works Incentive Program 1959-60

In the fall of 1959 the Province announced it would again participate in The Municipal Winter Works Incentive Program in order to assist Ontario municipalities to provide employment. Under this program the Government of Ontario and the Government of Canada agreed to contribute to the payroll cost of any approved municipal project carried out during the period December 1st, 1959 to April 30th, 1960 - later extended to May 31st, 1960. The Government of Ontario added 25 per cent from its own revenues, making the total Federal-Provincial contribution 75 per cent of payroll costs. Under this program the wages of persons unemployed at the time they were hired together with those of "keymen" of a contractor where the work was performed by a contractor, were eligible for subsidy.

The program was designed to cover work of a special nature that would not otherwise be carried out during the winter and to create more work during the seasonal rise in unemployment. This extensive program was administered by the Municipal Administration Branch.

The following is a summary of the statistics of the 186 municipalities and authorities which participated in this program together with a statement of the payments made by the Department.

MUNICIPAL WINTER WORKS INCENTIVE PROGRAM

December 1st, 1959 - May 31st, 1960

SUMMARY OF APPROVED PROJECTS

	No. of Appli- cants	No. of Pro- jects	No. of Claims	No. of Man- days	Approved Direct Payroll Cost	Federal Gov't. Share	Dept. of Mun. Affairs Share (Actual)	Provincial Gov't. Share (25%)	Payment to Municipality
Metropolitan Toronto	1	19	19	34,010.00	\$ 620,196.31	\$ 310,098.19	\$ 155,049.09	\$ 155,049.09	\$ 465,147.28
Cities	29	226	226	154,276.41	2,159,502.68	1,079,751.60	497,450.20	539,875.91	1,577,201.80
Towns	47	148	148	35,343.35	436,898.97	218,449.46	106,323.83	109,224.63	324,773.29
Townships	79	222	222	139,135.09	1,460,947.01	730,473.66	361,941.10	365,236.76	1,092,414.76
Villages	15	22	22	7,736.00	93,606.73	46,803.33	23,401.66	23,401.66	70,204.99
Improvement Districts	3	7	7	637.00	6,651.48	3,325.74	1,662.86	1,662.86	4,988.60
Conservation Authorities	9	20	20	9,371.67	96,549.25	48,274.59	24,137.30	24,137.30	72,411.89
Counties	4	6	6	2,179.00	20,613.94	10,306.96	5,153.49	5,153.49	15,460.45
	187	670	670	382,688.52	\$4,894,966.37	\$2,447,483.53	\$1,175,119.53	\$1,223,741.70	\$3,622,603.06

THE DEPARTMENT OF MUNICIPAL AFFAIRS' SHARE (ACTUAL)

UNDER THE

1959-60 MUNICIPAL WINTER WORKS INCENTIVE PROGRAM

Metropolitan Toronto	\$155,049.09	<u>TOWNS</u>	
<u>CITIES</u>			
		Bala	263.14
Barrie	2,271.85	Bowmanville	3,264.71
Belleville	2,087.41	Bracebridge	235.16
Brantford	6,953.65	Brampton	838.00
Chatham	6,926.27	Brockville	6,113.65
Cornwall	6,434.55	Bruce Mines	246.53
Fort William	7,789.40	Burlington	10,631.09
Galt	4,822.47	Coniston	2,841.55
Guelph	4,489.58	Deep River	1,842.06
Hamilton	56,419.48	Delhi	240.14
Kingston	9,185.34	Dresden	584.35
Kitchener	6,255.11	Gananoque	218.75
London	10,602.51	Goderich	483.65
Niagara Falls	3,935.59	Grimsby	1,795.85
North Bay	2,692.13	Harrow	193.37
Ottawa	29,158.08	Hawkesbury	1,627.76
Owen Sound	10,812.81	Hespeler	1,936.11
Port Arthur	6,010.70	Huntsville	229.49
Peterborough	2,569.89	Keewatin	764.62
St. Catharines	9,495.90	Kenora	1,480.47
St. Thomas	1,387.33	Leamington	8,123.79
Sarnia	11,288.89	Leaside	4,772.40
Sault Ste. Marie	23,948.89	Mattawa	454.95
Stratford	4,524.07	Midland	3,271.77
Sudbury	25,459.96	Mitchell	704.50
Toronto	228,566.24	Mount Forest	203.46
Waterloo	965.95	Newmarket	153.29
Welland	3,481.17	Oakville	8,069.43
Windsor	6,283.24	Orillia	7,291.74
Woodstock	2,631.74	Paris	1,290.29
TOTAL CITIES	\$497,450.20	Picton	2,631.10

THE DEPARTMENT OF MUNICIPAL AFFAIRS' SHARE (ACTUAL)

UNDER THE

1959-60 MUNICIPAL WINTER WORKS INCENTIVE PROGRAM

<u>TOWNS (cont'd)</u>		<u>TOWNSHIPS (cont'd)</u>	
Port Elgin	\$ 487.38	Colborne	\$ 131.40
Port Hope	1,068.28	Conmee	632.50
Prescott	39.72	Crowland	12,295.58
Preston	4,071.32	Dalton	151.13
Rainy River	140.30	Darlington	2,550.43
Renfrew	1,075.18	Dunn	258.07
Richmond Hill	6,304.60	Dysart et al	593.27
Simcoe	4,631.77	Eastnor	598.16
Smith's Falls	1,455.28	East York	10,240.47
Southampton	476.27	Emily	570.42
Strathroy	2,679.28	Etobicoke	16,369.53
Thornbury	1,963.76	Fauquier	108.13
Thorold	378.89	Franklin	39.06
Tilbury	5,371.19	Fredericksburgh South	254.80
Tillsonburg	5,391.72	Freeman	306.25
Trenton	<u>892.52</u>	Goulbourn	313.18
TOTAL TOWNS	\$109,224.63	Grantham	21,979.38
<u>TOWNSHIPS</u>		Gwillimbury North	363.80
		Hagarty & Richards	780.61
Alnwick	375.00	Hamilton	542.02
Anson, Hindon & Minden	537.93	Himsworth North	1,112.60
Assiginack	310.72	Humberstone	485.45
Augusta	1,129.87	Jocelyn	92.56
Bangor, Wicklow & McClure	349.25	Kendrey	360.10
Bayham	648.60	King	1,748.82
Beckwith	--	Kingston	500.21
Cardiff	2,458.97	Korah	7,809.36
Cayuga North	439.46	La Vallee	254.51
Chamberlain	623.81	London	1,903.96
Chapple	2,388.40	Macaulay	274.89
Clarence	1,943.53	Mariposa	202.41
Clarke	680.61	Medora and Wood	3,812.63
Clinton	922.38		

THE DEPARTMENT OF MUNICIPAL AFFAIRS' SHARE (ACTUAL)

UNDER THE

1959-60 MUNICIPAL WINTER WORKS INCENTIVE PROGRAM

<u>TOWNSHIPS (Cont'd)</u>		<u>VILLAGES</u>	
Montague	\$ 263.75	Arthur	\$ 449.37
Monteagle	746.29	Barry's Bay	672.92
Morson	251.25	Bath	3,037.24
Nepean	25,132.96	Erie Beach	51.12
Niagara	45.37	Hastings	513.77
Nipigon	762.01	Kemptville	240.50
North Plantagenet	215.51	Madoc	92.93
North York	35,623.90	Marmora	4,529.35
Pelee	44.00	Newbury	479.50
Raleigh	960.47	Point Edward	9,262.59
Ramsay	2,496.19	Port Perry	598.27
Ridout	491.28	Port Stanley	640.73
Saltfleet	1,302.55	St. Clair Beach	732.81
Sandwich East	11,520.23	Swansea	1,104.05
Sandwich South	382.03	Tweed	<u>996.51</u>
Sandwich West	7,145.13	TOTAL VILLAGES	\$ 23,401.66
Scarborough	20,850.88	<u>IMPROVEMENT DISTRICTS</u>	
Seneca	540.24	Balmertown	560.03
Shackleton and Machin	305.00	Dorion	107.29
Somerville	255.10	Sioux Narrows	<u>995.54</u>
Stamford	10,769.01	TOTAL	1,662.86
Stephenson	998.81	<u>CONSERVATION AUTHORITIES</u>	
Tarentorus	8,380.48	Ausable River	\$ 502.82
Tay	1,532.53	Big Creek	803.31
Tilbury North	163.69	Credit Valley	5,458.93
Trafalgar	16,030.84	Ganaraska River	517.08
Tyendinaga	281.50	Grand Valley	2,071.57
Vaughan	1,407.67	Moirs River	841.24
Verulam	199.75	Sixteen Mile Creek	2,362.96
West Ferris	41,699.73	Metro Toronto & Region	11,448.95
Widdifield	6,255.28	Upper Thames River	<u>130.44</u>
Willoughby	504.78	TOTAL	\$24,137.30
York	63,938.67		
TOTAL TOWNSHIPS	<u>\$361,941.10</u>		

THE DEPARTMENT OF MUNICIPAL AFFAIRS' SHARE (ACTUAL)
UNDER THE
1959-60 MUNICIPAL WINTER WORKS INCENTIVE PROGRAM

<u>COUNTIES</u>	
Essex	\$2,169.90
Haldimand	750.00
Lennox and Addington	1,719.77
Norfolk	<u>513.82</u>
TOTAL COUNTIES	\$5,153.49

(e) General Assistance

The Department receives through the mail a great number of enquiries and requests for advice and guidance from the officials of municipalities and local boards throughout the Province.

Most of these enquiries can be answered by return mail, but quite a number being from officials of long standing in larger municipalities are unusual and require considerable research and reference work before proper replies can be made.

(f) Approval of the Department

On page 7 is shown a list of 17 items representing those activities of municipal councils and local boards to which the approval of The Department of Municipal Affairs is required. Many of these are self-explanatory but a few merit special attention, viz:

Municipal Pensions - Pension plans for municipal employees are detailed and lengthy and must be minutely scrutinized to ensure their uniformity, in every respect, with the Municipal Act and the regulations. To date the Department has approved 278 Pension Plans, viz:

Classification of Municipalities, etc.	No. with Plans	Approved Plans	Amendments to Plans
Metropolitan Toronto	1	2	33
Cities	28	39	47
Towns	102	108	48
Villages	19	19	5
Townships and Improvement Districts	74	77	40
Counties	30	31	18
Commissions	15	15	2
Police Villages	1	1	-
Health Units	8	9	3
	278	301	196

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(f) Approval of the Department (Cont'd)

Special Municipal Undertakings - These include acquisition, erection, alteration, operation or the granting of aid to projects such as monuments, memorial windows, auditoriums, parks, playgrounds, etc. which may or may not be in the nature of war memorials.

Forms of Notices, By-laws, etc. - Where the forms required by The Municipal Act are not actually prescribed therein the Department may approve of forms of notices, by-laws, etc.

Acquiring and Disposing of Industrial Sites - This covers acquiring and expropriating land and selling or leasing the land for the purpose of sites for the establishment and carrying on of industries and industrial operations or the land may be used by the municipality for the purpose of the municipality or sold to a local board. In all such cases the Department must satisfy itself that the selling price or the rental is the fair market value or the fair rental value, as the case may be.

During 1960 the Department approved of the following industrial site transactions.

THE MUNICIPAL ADMINISTRATION BRANCH

Departmental Approval

Acquiring and Disposing of Industrial Sites

<u>Industrial Site Purchases - 1960</u>	<u>No. of Acres</u>	<u>Price</u>
<u>Cities</u>		
City of Brantford	95.0	63,817.00
City of Kitchener	103.0	142,500.00
<u>Towns</u>		
Town of Waterford	11.0	15,300.00
<u>Townships</u>		
Township of Brantford	18.6	16,000.00
Township of Sandwich West	.3	9,200.00
Township of Scarborough	28.0	140,000.00
Township of Trafalgar	19.7	74,860.00
	<u>34.4</u>	<u>90,000.00</u>
	54.1	164,860.00
TOTAL APPROVED PURCHASES - 1960	310.00	551,677.00

Industrial Sites
Sold - 1960

Cities

City of Barrie	.5	3,600.00
	2.5	9,000.00
	<u>4.0</u>	<u>18,837.00</u>
	7.0	31,437.00
City of Brantford	10.0	25,000.00
	<u>5.0</u>	<u>12,500.00</u>
	15.0	37,500.00
City of Guelph	4.6	11,475.00
	<u>10.0</u>	<u>24,800.00</u>
	14.6	36,275.00
City of Kitchener	.3	300.00
	<u>51.5</u>	<u>51,536.00</u>
	51.8	51,836.00

THE MUNICIPAL ADMINISTRATION BRANCH

Departmental Approval

Acquiring and Disposing of Industrial Sites

<u>Industrial Site Sales - 1960</u>	<u>No. of Acres</u>	<u>Price</u>
<u>Cities</u>		
City of St. Catharines	.2	568.00
	.2	567.00
	.9	2,330.00
	<u>1.3</u>	<u>3,455.00</u>
City of Waterloo	.6	8,000.00
	2.2	4,440.00
	1.3	3,000.00
	.5	8,000.00
	.5	1,300.00
	1.2	2,076.00
	<u>6.3</u>	<u>26,816.00</u>
<u>Towns</u>		
Town of Burlington	2.3	12,375.00
	1.0	33,250.00
	1.7	10,200.00
	<u>5.0</u>	<u>55,825.00</u>
Town of Campbellford	8.0	4,000.00
Town of Delhi	5.0	60,000.00
Town of Dundas	.5	1,750.00
Town of Elmira	.6	1,800.00
	.5	500.00
	<u>1.1</u>	<u>2,300.00</u>
Town of Hespeler	5.0	12,500.00
Town of Leamington	4.0	4,700.00
<u>Townships</u>		
Township of Atikokan	1.0	2,375.00
Township of Brantford	2.8	2,800.00
Township of North York	4.3	42,900.00
Township of Scarborough	.3	4,000.00
	11.9	83,834.00
	<u>12.2</u>	<u>87,834.00</u>

THE MUNICIPAL ADMINISTRATION BRANCH

Departmental Approval

Acquiring and Disposing of Industrial Sites

<u>Industrial Site</u> <u>Sales - 1960</u>	<u>No. of</u> <u>Acres</u>	<u>Price</u>
Township of Stamford	2.0	3,300.00
Township of Toronto	1.8	21,684.00
	.7	7,000.00
	1.8	21,684.00
	2.2	33,150.00
	.9	10,842.00
	2.2	22,400.00
	4.0	32,955.00
	.9	11,388.00
	<u>2.2</u>	<u>32,955.00</u>
	16.7	194,058.00
Township of Trafalgar	11.2	48,160.00
 <u>Villages</u>		
Village of Elora	7.0	1,200.00
 TOTAL APPROVED SALES - 1960	181.8	\$ 711,021.00

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(f) Approval of the Department (Cont'd)

Tax on Mine or Mining Work - This refers to the tax payable to a municipality upon a mine or mining work liable to taxation under Section 4 of The Mining Tax Act as referred to in Section 33, subsection 8 of The Assessment Act. During 1960 in this connection the Department approved the budget estimates of five school boards in unorganized territory, which received mines profit tax.

Destruction of Records - While the Municipal Act enables the councils of all municipalities to pass by-laws providing for the destruction of receipts, vouchers, instruments, rolls or other documents, records and papers, the Act further stipulates that these by-laws require the approval of the Department.

Powers of Township to Assess on Basis of Gross Receipts - This covers the case where a portion of a township is densely populated and has by by-law of the municipality duly approved by the Department, been declared a police village for the purpose of assessing the telephone companies in such an area on a gross receipts basis.

(g) Administrative Assistance to Municipalities

- 1) General Advisory and Administrative - As the Department is entrusted with the administration of most of the Provincial statutes relating to municipal affairs, virtually every phase of municipal administration is referred to it from time to time. Such requests for advice and guidance come from various Departments of the Government, from both elected and appointed municipal officials, ratepayers' groups, service clubs, etc.

In addition to dealing with such requests, the Assistant Deputy Minister, the Director and their assistants received during 1960 numerous delegations from municipal organizations and associations, representatives from foreign countries desiring to be initiated into our methods of local government, also representatives from councils, boards and commissions and also members of Parliament and private citizens.

(g) Administrative Assistance to Municipalities (Cont'd)

The proper framing of municipal by-laws is very important and in many cases not too simple. For example when debentures are being issued requests may include not only the preparation of the debenture by-laws and their supporting schedules, but in many instances advice on interest rates, assistance in marketing the debentures, the preparation of municipal statistics to assist in selling the debentures, assistance in having the debentures printed, proof read, validated and all the many small details which are relevant to a successful debenture issue.

- 2) The Closing of Roads - When original surveys are made, these often include allowances for roads either along the bank or shore of a body of water or leading to it. Such allowances may be closed by municipal by-law, subject to approval by the Lieutenant-Governor in Council, provided however, that the statutory provisions of The Municipal Act have been followed. When these provisions have been complied with by the municipality, an application is submitted to the Department for processing at provincial government level and subsequent submission to the Lieutenant-Governor in Council for approval of the by-law.

- 3) Municipal Courses - Along with the frequent contact with the municipalities through requests for advice and direction as already noted, further contact is made through the established practice of the Department in conducting municipal courses or lectures throughout the Province. Although primarily intended for appointed and elected municipal officials they are open to anyone interested in municipal affairs. Although in 1960, pressure of work and the limited number of staff members made it impractical to hold any of these courses, it is expected that this situation will be improved in the near future.

However, during 1960, members of the Municipal Administration Branch attended many municipal meetings and functions to give addresses, to hold question periods and to discuss municipal problems in general.

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(h) Tax Registration (Registration of Land for Arrears of Taxes)

In accordance with the provisions of Part II of The Department of Municipal Affairs Act the Minister may order that the Tax Arrears Procedure, as set forth in Part III shall apply to any municipality and that the Tax Sale Procedure of The Assessment Act shall not apply.

This is not usually done unless it has been requested by a majority of the municipalities within the county or district or at the request of the county council. However, to avoid confusion, the order when made applies to all municipalities and school boards within the county or district, and all phases of the procedure are subject to the approval of the Department.

The procedure is described in a pamphlet entitled - "Instructions re Registration of Tax Arrears Certificates and Disposal of Property so Acquired".

To date 11 such orders have been issued covering 7 counties and 7 districts.

The following is a summary showing totals of the various forms under this procedure which were approved by the Department in 1960.

THE MUNICIPAL ADMINISTRATION BRANCH (Cont'd)

TAX ARREARS APPROVALS FOR 1960

	Application Form T.R.6	Certificates T.R.1	Redemption Certificates	Vacating Certificates	Vesting Prop. T.R.13	Sales Applications	By-Laws	Deeds	Property Sale Agreements	TOTAL
County of Bruce	51	51	3	3		24	23	24		179
County of Lanark	45	45	7	2		9	11	7		126
Counties of Stormont Dundas and Glengarry	6	6	2	6		2	2	2		26
Counties of Northumberland and Durham	17	17	17	1		11	11	11		85
County of Elgin	10	10	8			2	2	2		34
County of Halton	8	8	2							18
County of York (Excluding the municipalities in the Metropolitan Toronto Area)	9	9	3							21
District of Cochrane	68	68	18	4	65	60	59	59		401
District of Muskoka	58	58	24	5	21	38	38	38		280
District of Nipissing	79	79	6	9	57	39	38	39		346
District of Parry Sound	60	60	25	10	7	32	32	34		260
District of Rainy River	100	100	32	1	47	51	50	50		431
District of Sudbury	95	95	47	4	59	35	35	35		405
District of Temiskaming	102	102	48	2	84	62	68	50		518
Supervised and formerly supervised municipalities	110	110	68	4	8	146	177	148	14	785
	818	818	310	51	348	511	546	499	14	3915

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MUNICIPAL ASSESSMENT BRANCH

MUNICIPAL ASSESSMENT BRANCH

With headquarters in Toronto the Branch has, in addition to its main office, eight Regional Offices located in Perth, Peterborough, Toronto, London, Orillia, Sudbury, New Liskeard and Port Arthur. The total staff necessary for this operation is 52 which includes a director, 10 supervisors and 19 assistant supervisors.

The Branch was created in 1947 to assist municipalities in installing proper assessment systems. The necessity for these and an equalized basis of assessment has grown with the years as more and more government grants both Federal and Provincial, and also joint projects between municipalities, are based to varying degrees on assessment, not only in the organized municipalities, but also in the school sections in the unorganized portion of Northern Ontario. Some such projects are (a) Homes for the Aged in the Territorial Districts (b) High School Districts (c) Township School Areas (d) County Administrative units, etc.

The more important responsibilities of the Branch include the following:

(a) Assistance to Counties, Municipalities and School Sections

Assessment problems have become so numerous, so varied and so complex that one important function of the Branch is to advise municipal councils, municipal officials, municipal associations and ratepayers on correct methods of assessment and assessment procedure and to actively assist in the installation of proper assessment records.

In this work the creation of the Regional Assessment Offices has proved to be of great benefit. Information may now be obtained speedily either by phone or personal visit without contacting Toronto while at the same time the Branch Office staffs gain familiarity with local problems. As no district assessors have been appointed in the Territorial Districts of Ontario, officials of both the 229 organized municipalities and the 400 school districts look to the Regional Assessment Offices for guidance.

Although no record was kept by Regional Offices of phone calls or letters

(a) Assistance to Counties, Municipalities and School Sections (Cont'd.)

the following is a summary of certain activities in these offices from December 1, 1959 to November 30, 1960.

A. Meetings on Assessment

1. With County Councils	6
2. With Committees of County Councils	11
3. With Municipal Councils	30
4. With Committees of Municipal Councils	37
5. With School Trustees	24
6. With Assessors Groups	57
7. With other Municipal Organizations	10
8. With Service Clubs (as Rotary etc.)	2
9. With other Organizations	6

B. Active assistance to Assessors, Municipalities, and School Sections in the Field (other than carrying out our statutory duties.)

1. On re-assessment projects	179 days
2. On assessment valuations	103 days
3. On other types of assessment practice	71 days

C. Special Projects (not shown in B above) 114 daysD. Visitors to Office (not shown in A above)

1. Assessors	289
2. Elected municipal officials	90
3. Appointed municipal officials	136
4. School Section Trustees	17
5. School Section officials	31
6. Ratepayers	132

(b) Assisting training County and Municipal Assessors

This is a very important activity particularly where the assessors are new to the job. One part of this work is conducting Schools of instruction. For the first time in several years assessment schools

Municipal Assessment Branch

(b) Assisting training County and Municipal Assessors
(cont'd.)

were conducted by members of this Branch. Of two days duration these schools were held in the early summer in Kingston, Peterborough, Brantford, Kirkland Lake and Port Arthur.

In all, 17 counties and 6 territorial districts were covered by the schools. Of the 404 municipalities in these districts 223 were represented. The total attendance was 285. Personnel from both the Main Office and the Regional Office took part.

(c) Approval of certain Assessment By-laws

Approval was given to 57 by-laws for an extension of time for the return of the 1960 assessment roll under Section 53(6) of the Assessment Act, viz: Towns, 14; Villages, 4; Townships, 37; Improvement Districts, 2.

While some of these delays were the result of circumstances beyond control, on the other hand there were several instances of delays apparently through the laxity of both elected and appointed officials. In some cases delays took place for which no authorization was secured thus leaving the validity of the rolls open to question.

(d) Establishing a basis of Equalized Assessment throughout Ontario

This embraces the 938 organized municipalities and the some 400 school sections in the unorganized territory of Northern Ontario. The actual work is carried out in the following manner.

First, ascertaining the proportion that each common type of assessment as residential, industrial, commercial, farm, summer type etcetera as shown on the municipal assessment rolls, bears to each other, and then taking spot checks of the different types of property in the same proportion of values - not of numbers. Then each property is calculated separately and our aggregate of the same type is placed against the aggregate of these properties as shown on the local assess-

(d) Establishing a basis of Equalized Assessment throughout Ontario
(Cont'd).

ment rolls. The percentage that the municipality is assessing at, compared to our values is thus ascertained. Then the percentage that each type is being assessed at is calculated to ascertain the overall percentage for the municipality.

As many municipalities undertake re-assessment or extensive re-adjustments in their existing assessments it is necessary to review our spot checks each year. Also for more complete accuracy the number of spot checks is increased each year.

The number of spot checks on record for 1960 is 45,620 for the municipalities and 4,895 for the school sections. This represents an increase of nearly 17% over the previous year.

County Assessment System - 37 of the 38 county administrative units have appointed county assessors under Section 86 of The Assessment Act while the other county employs an assessment supervisor who carries on other activities. Since the inauguration of the county assessment system in 1943 no county having once adopted this system has reverted to the old method. To assist the counties in their efforts to achieve equalization of assessment on a county wide basis the Department in 1960 paid \$1500 to each of the 37 counties under the system.

Even with the appointment of a county assessor it takes some years before equalization is accomplished. One retarding factor appears to be lack of co-operation on the part of the elected representatives and appointed officials of the municipalities. In 1958 The Municipal Act was revised to permit a municipality to appoint the county assessor as its assessment commissioner. This new section of the Act does not appear to have been taken much advantage of but out of the general discussions has come a request from a number of counties that legislation be passed to permit the county council to make all the assessments in the municipalities thus dispensing with the local assessors.

(d) Establishing a basis of Equalized Assessment throughout Ontario
(Cont'd.)

While years ago legislation provided for the appointment of district assessors, at the request of municipal organizations, so far this legislation has not been utilized. This is probably because the Assessment Branch has carried out many of the same duties quite satisfactorily and without cost to the municipalities.

(e) Establishment of Equalization Factors for certain special purposes

1 & 2)

Homes for the Aged Reports

During the year, eight equalization reports were forwarded under the Homes for the Aged Act to the municipalities sharing in the maintenance of such Homes. Five of these showed also the apportionment between the organized municipalities' share and the unorganized areas' share. Incidentally the calculation of equalization factors for Educational Grants fits in with the work under this Act.

3)

Grants in lieu of taxes - Valuation of Government and Hydro Properties

While no taxes are actually levied on Provincial, Federal or H.E.P.C. properties - which are located in over 77% of the municipalities in Ontario - these are valued and certain grants given in lieu of such taxes. This valuation is done by the Assessment Branch and equalization factors worked out.

Where Government or Crown agency properties are partially used for business purposes, and partially for residential purposes, the Branch makes a valuation on both portions, though it is the duty of the municipality to make an assessment of the residential portion. Copies of appraisal cards showing the method by which the value was arrived at, and also showing the breakdown of the two portions are forwarded to both the municipality, and the Government department or agency concerned. For several reasons the municipalities and Government Departments or agencies appear to appreciate the information and the Branch's procedure.

(e) Establishment of Equalization Factors for certain special purposes
(Cont'd)

Valuation of Government and Hydro Properties is increasing quite rapidly as the Government or its agencies and the Hydro acquire more properties or erect more buildings. With new and extensive highway projects large areas of land are required. After the amount required for the right-of-way has been determined, the balance is either placed under grants, or portions leased or sold, all of which requires an extensive system of records. In spite of efforts to simplify the handling of these matters there were during 1960 over 3500 separate valuation notices forwarded to the 563 municipalities in which such Government or Crown agency properties were located. There were also 4900 similar ones sent out to 516 municipalities in connection with Hydro properties.

4) Designated Mining Municipalities

The task here is to establish a common and proper method of assessment of mineral lands and buildings located on such lands in the designated mining municipalities. This is much more difficult than might appear. In 1959 a special two man crew consisting of a Supervisor and an Assistant Supervisor was assigned to this project and commenced the work in 1960, with the co-operation of the Regional Assessment Offices. Some of the difficulty has been created by conflicting court decisions and further by lack of knowledge as to how other municipalities were treating the problem. However in spite of difficulties considerable progress has been made.

(f) Improvement Districts Assessments

Considerable time was spent in 1960 in assisting the staffs of Improvement Districts in assessment matters. This work was carried out by the staffs of the nearest Regional Offices and by the special crew for the designated mining municipalities if the Improvement District was so designated. In three instances, the assessors of the Improvement Districts were carrying out a re-assessment and

(f) Improvement Districts Assessments (Cont'd)

the staffs of the Regional Offices spent considerable time in giving active assistance in the field.

Population Spot Checks

In 1960 spot checks of the population was undertaken in 62 municipalities which claimed an increase in their 1959 assessed population of at least 7% over the 1956 Canada census or their last official population as determined by the Department. In addition, four special checks were made in other municipalities where the information on the assessment rolls was not correct. It would appear that in many municipalities their records are neither prepared properly nor shown as required on the assessment rolls. This is mainly due to the form of municipal records adopted in some of the municipalities affected, but is partly due to the lack of knowledge on the part of some municipal officials.

Special Projects

Mention has been made already of the special assistance now being offered to the designated mining municipalities.

Another special, carried on for several years and again in 1960, was in connection with the assessment and valuations in the St. Lawrence Seaway Area. The object was twofold, not only to value property acquired by Government Departments or Commissions and the H.E.P.C., for grants in lieu of taxes, but also to keep a continuing record of such properties. This task seems almost endless owing to new registered plans, transfers, sales, purchases, etc. Several weeks time was spent by the staff of the Perth Regional Office in 1960. In this connection over 1200 valuation notices were sent out to municipalities.

Of the 8 counties served by the Peterborough Regional Office 7 are using the Department Manual of Assessment Values as a basis for computing their assessments. With the active support of the officials of the Peterborough Office the county assessors concerned are holding quarterly meetings in an endeavour to obtain more uniformity in method and practice at the county assessment level which in turn should achieve the same results at the municipal level.

Special Projects (Cont'd)

The staff of the Toronto Regional Office spent considerable time re-establishing the correctness of the assessment equalization factors in two municipalities where there had been a dispute.

The Sudbury Regional Office staff assisted the assessors of two high school districts in their equalization problems with particular reference to the values in the unorganized portions as against those placed by the assessors of the municipalities.

The staff of the New Liskeard Regional Office spent 21 days making valuations on all the properties (where buildings were located) in the 21 school sections in the unorganized portions of Nipissing, Temiskaming and Cochrane Districts. Another 5 days was spent making a valuation of all the properties in the Improvement District of Kingham.

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MUNICIPAL AUDITING AND ACCOUNTING BRANCH

MUNICIPAL AUDITING AND ACCOUNTING BRANCH

The Branch staff, which includes 7 Chartered Accountants, consists of 1 Director, 2 Supervisors, 4 Assistant Supervisors, 1 Statistician and requisite clerical and stenographic assistance.

a) Improvement of Municipal Auditing and Accounting Practices

- 1) Licensing of Auditors - According to Statute the Department is responsible for the licensing of all municipal auditors. This protects the auditor, who cannot be relieved of his duties without just cause. It also protects the interests of the citizens and helps ensure that financial reports contain adequate information in understandable form. Where irregularities exist the Department insists that the municipal auditor express unbiased and unequivocal opinion with regard to them if he wishes to keep his license in good standing.
- 2) Improvement of Auditing Procedures - The Department cooperates closely with various independent accounting organizations for continued improvement in municipal auditing and accounting procedures. For example, the Department participates in the regular meetings of a committee on these subjects which was established in 1956 by the Institute of Chartered Accountants of Ontario.

The Department has also arranged for the publication of a book on municipal accounting procedures. This book, now nearly completed, is being written by Professors L.G. MacPherson and W.G. Leonard of Queen's University and edited by the Director of the Branch. It is expected that the book will be published in 1961.

- 3) Study of Municipal Audit Reports - Where a large number of returns are involved the advantages of standardized accounting classifications are obvious. The Branch is continually striving to have these accepted by the 976 municipalities in the Province, and has made encouraging progress. A standard annual report is submitted by each municipal auditor for every type and size of municipality in the Province. These audit reports form the basis for the Annual Report of Municipal Statistics.

a) Improvement of Municipal Auditing and Accounting Practices (Cont'd)

- 4) Visits to Municipal Accounting Departments - During 1960 the auditing staff of the Branch reviewed about 50 per cent of these audit reports for clarification or correction. Sometimes a situation is too complex for correspondence and it is necessary for a member of the Branch's staff to visit the municipality and confer with the officials personally. Help and advice offered on such visits promote the use of uniform accounting procedures and often disclose ways in which their existing systems can be improved.

The following table shows the qualification standard of municipal auditors throughout Ontario for the year 1959:

	C.A.	C.P.A.	Non-professional				Internal	Total
	A.	A.	A.	B.	C.	D.	Auditor	
Counties	33	4	1	-	-	-	-	38
Metropolitan Areas	-	-	-	-	-	-	*1	1
Cities	28	-	1	-	-	-	*1	30
Towns	138	10	-	1	9	-	-	158
Villages	118	9	1	2	23	2	-	155
Townships	385	29	3	5	120	30	-	572
Improvement Districts	20	1	-	1	1	-	-	23
	722	53	6	9	153	32	*2	977
Percent of Total	73.90	5.43	.61	.92	15.66	3.28	.20	100

*Metropolitan Toronto and City of Toronto

- 5) Lectures at Municipal Courses, etc. - Members of the staff deliver lectures on auditing and accounting at municipal courses and also before other groups and these have been reported as being very helpful.
- 6) Assisting New Municipalities - Whenever new municipalities are incorporated members of the staff direct the establishing of the original accounting records and office procedures and then continue with frequent visits to give advice and assistance to the municipal officials.

a) Improvement of Municipal Auditing and Accounting Practices (Cont'd)

7) Special Duties - Mostly these take the form of special studies.

For instance the Branch will make a report to the Minister or Deputy Minister with respect to the effect on municipalities of certain economic changes or projects such as amalgamations, annexations or the creation of metropolitan areas. Or again it will make an analysis of the financial affairs of certain municipalities not only for this Department but also for other Departments and for the Ontario Municipal Board.

b) Publication of Municipal Statistical Data

- 1) "The Annual Report of Municipal Statistics" - The 1959 edition of this comprehensive 200 page Report was again prepared by the Statistical Section in a remarkably short time, having been released to the public on July 6, 1960.

Based on the Audited Financial Statements of the municipalities, the Report presents (a) the current revenue and expenditures, (b) the capital and current assets and liabilities as well as (c) an analysis of capital expenditures out of current revenues for each of the 976 municipalities in Ontario. It also contains summaries, observations, graphs and schedules, which show various financial situations at a glance. The information in the Report is organized on a standardized basis which simplifies comparisons between municipalities. This feature is much appreciated by municipal officials, both the Dominion and Provincial Governments and financial institutions.

With the continued co-operation of the municipal officials, auditors and others who make this Report possible, it is hoped that this next year the release date will be moved forward from July to June.

- 2) "The Municipal Directory" - For the 13th successive year the Statistical Section has prepared and published this directory of municipal officials. It contains the names and addresses of the most important elected and appointed officials in each municipality in the Province as well as information on assessment and road and street mileage and other interesting data.

b) Publication of Municipal Statistical Data (Cont'd)

This Directory, in greater demand each year now has a distribution of 6,000 copies. It is supplied gratis to all M.P.P.'s, municipal clerks and treasurers and all departments of the Provincial and Dominion Governments. The balance is sold through the Queen's Printer to commercial and financial houses and to private individuals.

c) Verification of Claims for Subsidies

Most of the time of the auditing staff in 1960 was spent in the verification of subsidies paid by the Department - unconditional per capita grants, unconditional grants re indigent hospitalization, payments in respect of winter works projects, payments in lieu of taxes, payments under The Police Act and payments under The Fire Departments Act.

The Department of Municipal
Affairs, Annual Report 1960

MAIN OFFICE BRANCH

MAIN OFFICE BRANCH

Under the direction of the Deputy Minister this Branch is concerned with the efficient operation of the administrative offices. Matters such as the following are under its jurisdiction, viz:

1) Personnel Office

Here records of all the employees of the Department and of the Ontario Municipal Board are prepared, filed and revised where changes make this necessary.

2) Accounts and Payroll

This section is staffed by 3 accountants, 2 clerks and a clerk-typist. Its major duties are the revenue and expenditure accounting, payrolls and purchases of each branch of the Department and the Ontario Municipal Board.

3) Records and Mail

The staff of this section consists of 2 file clerks, 2 junior clerks and a clerk-messenger. Duties include opening, recording and distributing the Department's mail. During the year 1960 approximately 30,000 pieces of mail were handled.

4) Research Section

This section provides the secretariat for the Municipal Advisory Committee and undertakes such projects as are from time to time assigned.

5) Summary of Legislation

To help municipal officials and other interested persons to keep abreast of Ontario provincial legislation this Branch prepared and distributes, a week after the Legislature prorogues, a Summary of Legislation affecting municipalities. In addition to summarizing this legislation, the publication contains a list of all public acts passed at that session and also a directory of the entire Department.

6) Fox Bounties

To help keep down the fox population and thus reduce the danger from rabies, the government pays a bounty of \$2 on foxes where the amount is

6) Fox Bounties (Cont'd)

matched by the municipality. This Branch administers the payments in the course of which during 1960 it paid out \$12,192.00.

7) The Departmental Library

Containing a variety of legal and other reference books, periodicals and official reports, the Library provides members of the Department and outside enquirers with information on various aspects of municipal organization and associated activities.

The Library this year is subscribing for 70 periodicals and has acquired the usual number of documents and pamphlets that come to us each year. There have been a very modest number of books actually purchased during 1960 because of the impending move to the new building. Now that this has been accomplished it is expected that a large number of books will be added to the law section in 1961.

The research and preparatory work on the history of incorporations and boundaries of the cities, towns and villages is being carried on in the usual manner. Material is being collected which will help to establish dates and boundaries of these municipalities and this information is being filed for use in collating the material at a later date.

The enquiries which come to this Library number in the neighborhood of 200 a month. They cover various subjects, but mainly municipal boundaries, incorporation dates and population figures.

Under the "Colombo Plan" we had 2 officials of the Malayan Government and one from Ghana, studying municipal affairs in the Department and arrangements were made for them to visit various types of municipalities to study the activities at close hand.

Then again, Miss San Mynt, Assistant Secretary of State Planning for Burma spent some time in the Department and arrangements were made for visits to other Government Departments in line with her special interests. Madame Selec, Counselor to the Yugoslav Embassy in Ottawa, also spent some days studying municipal organization and administration in the Library.

7) The Departmental Library (Cont'd)

Annexations, amalgamations, erections and changes in status are recorded in the Library. A list of these changes follows:

CLASSIFICATION OF THE MUNICIPALITIES OF ONTARIO

CLASSIFICATION	LOCATION			
	<u>*Metropolitan Toronto Area</u>	<u>Counties</u>	<u>Districts</u>	<u>Total</u>
Cities	1	24	5	30
Separated Towns	-	8	-	8
Towns	4	98	47	149
Villages	3	142	11	156
Townships	5	422	147	574
<hr/>				
Improvement Districts	13	694	210	917
Counties - Administrative	-	1	19	20
Metropolitan Toronto	-	-	-	38
	-	-	-	1
<hr/>				
Total incorporated municipalities	13	695	229	976
<hr/>				

*The municipalities comprising Metropolitan Toronto Area are, for municipal purposes, separated from the County.

DISSOLUTIONS

AUTHORIZED

EFFECTIVE

-

1960

Frood Mine

Town

Dissolution of the Town of Frood Mine.
Amalgamated with the City of Sudbury,
effective January 1, 1960.

Barton

Township

Dissolution of the Township of Barton.
Area annexed to the City of Hamilton,
effective January 1, 1960.

McKim

Township

Dissolution of the Township of McKim.
Amalgamated with the City of Sudbury,
effective January 1, 1960.

Gladstone

Improvement
District

Dissolution of the Improvement District of Gladstone,
part area becoming the Corporation of the Village of Iron Bridge
and part annexed to the Township of Day and Bright,
effective January 1, 1960.

DISSOLUTIONS

45

AUTHORIZED

EFFECTIVE

1961

Merrittton

Town

Dissolution of the Town of Merrittton.
Amalgamated with the City of St. Catharines,
effective January 1, 1961.

Port Dalhousie

Town

Dissolution of the Town of Port Dalhousie.
Amalgamated with the City of St. Catharines,
effective January 1, 1961.

Grantham

Township

Part amalgamated with the City of St. Catharines
and part annexed by the Township of Niagara,
effective January 1, 1961.

CHANGES IN MUNICIPAL STATUS

AUTHORIZED

January 1, 1960

January 1, 1961

TOWNS

Bradford

Incorporated former village into a Town, to be known
as "The Corporation of the Town of Bradford".

Authority O.M.B.
Order dated November 6, 1959,
effective January 1, 1960.

Port Credit

Incorporated former village into a Town, to be known
as "The Corporation of the Town of Port Credit".

Authority O.M.B.
Order dated May 10, 1960,
effective January 1, 1961.

Waterford

Incorporated former village into a Town, to be known
as "The Corporation of the Town of Waterford".

Authority O.M.B.
Order dated November 3, 1959,
effective January 1, 1960.

VILLAGES

Belmont

Incorporated former police village into a Village,
to be known as "The Corporation of the Village of
Belmont".

Authority O.M.B.
Order dated August 5, 1960,
effective January 1, 1961.

Iron Bridge

Incorporated approximately all of the former Improvement
District of Gladstone into a Village, to be known
as "The Corporation of the Village of Iron Bridge".

CHANGES IN MUNICIPAL STATUS (Cont'd)

VILLAGES

Iron Bridge (Cont'd)

Authority O.M.B.
Order dated October 20, 1959,
effective January 1, 1960.

Petawawa

Incorporated the inhabitants of part of the Township of Petawawa to be known as "The Corporation of the Village of Petawawa".

Authority O.M.B.
Order dated July 30, 1960,
effective January 1, 1961.

Stittsville

Incorporated the inhabitants of the Police Village of Stittsville and part of the remainder of the Township of Goulbourn to be known as "The Corporation of the Village of Stittsville".

Authority O.M.B.
Order dated August 30, 1960,
effective January 1, 1961.

Zurich

Incorporated former police village into a Village, to be known as "The Corporation of the Village of Zurich".

Authority O.M.B.
Order dated November 23, 1959,
effective January 1, 1960.

TOWNSHIPS

Herschel

To become a separate township and new municipality. Incorporated as a new additional township after separation from Monteagle Township, (formerly known as the United Townships of Monteagle and Herschel).

Authority O.M.B.
Order dated November 18, 1959,
effective January 1, 1960.

Kendrey

Incorporated former Improvement District into a Township, to be known as "The Corporation of the Township of Kendrey".

Authority O.M.B.
Order dated October 1, 1959,
effective January 1, 1960.

Red Lake

Incorporated former Improvement District into a Township to be known as "The Corporation of the Township of Red Lake".

Authority O.M.B.
Order dated November 2, 1959,
effective January 1, 1960.

AMALGAMATION AND ANNEXATION ORDERS CHANGING MUNICIPAL
BOUNDARIES ISSUED DURING YEAR ENDING DECEMBER 31, 1960.

MUNICIPALITY	COUNTY OR DISTRICT	AREA AND EFFECTIVE DATE
Aurora, Town of	York	Annexation of part of the Township of Whitchurch Order issued March 10, 1960 effective January 1, 1960.
Aylmer, Town of	Elgin	Annexation of part of the Township of Malahide, Order issued September 6, 1960 effective January 1, 1961.
Brampton, Town of	Peel	Annexation of part of the Township of Chinguacousy, Order issued February 29, 1960, effective March 1, 1960.
Clinton, Township of	Lincoln	Annexation of part of the Township of Louth, Order issued March 14, 1960 effective March 31, 1960.
Day & Bright, Township of	Algoma	Annexation of part of the Village of Iron Bridge (Township of Gladstone) Order issued Jan.27,1960 effective January 1, 1960.
Dowling, Township of	Sudbury	Annexation of part of the Unorganized Township of Fairbank Order issued September 6, 1960 effective January 1, 1961.
Fonthill, Village of	Welland	Annexation of part of the Township of Pelham, Order issued December 6, 1960 effective January 1, 1961.
Galt, City of	Waterloo	Annexation of part of the Township of North Dumfries, Order issued May 13, 1960 effective June 1, 1960.
Lindsay, Town of	Victoria	Annexation of part of the Township of Ops, Order issued November 28, 1960 effective January 1, 1961.
London, City of	Middlesex	Annexation of parts of the Township of London and Township of Westminster, Order issued October 3, 1960 effective January 1, 1961.
Meaford, Town of	Grey	Annexation of part of the Township of St. Vincent, Order issued January 20, 1960 effective February 1, 1960.

AMALGAMATION AND ANNEXATION ORDERS CHANGING MUNICIPAL
BOUNDARIES ISSUED DURING YEAR ENDING DECEMBER 31, 1960.

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MUNICIPALITY	COUNTY OR DISTRICT	AREA AND EFFECTIVE DATE
Niagara, Township of	Lincoln	Annexation of part of the Township of Grantham, Order issued December 21, 1960 effective January 1, 1961.
Peterborough, City of	Peterborough	Annexation of part of the Township of North Monaghan, Order issued August 5, 1960 effective August 1, 1960.
Port Dover, Town of	Norfolk	Annexation of part of the Township of Woodhouse, Order issued March 21, 1960 effective January 1, 1961.
Richmond Hill, Town of	York	Annexation of part of the Township of Vaughan, Order issued December 2, 1960 effective January 1, 1961.
Richmond Hill, Town of	York	Annexation of part of the Township of Vaughan, Order issued December 2, 1960 effective January 1, 1961.
St. Catharines, City of	Lincoln	Amalgamation of City of St. Catharines and part of the Township of Grantham, Town of Merritton, and Town of Port Dalhousie. Order issued Nov. 22, 1960, effective January 1, 1961.
St. Thomas, City of	Elgin	Annexation of part of the Township of Yarmouth, Order issued March 29, 1960 effective January 1, 1961.
Simcoe, Town of	Norfolk	Annexation of parts of the Township of Woodhouse, Order issued December 15, 1960 effective January 1, 1961.
Simcoe, Town of	Norfolk	Annexation of part of the Township of Townsend. Order issued Dec. 15, 1960, effective January 1, 1961.
Streetsville, Village of	Peel	Annexation of part of the Township of Toronto, order issued February 17, 1960 effective January 1, 1959.
Trenton, Town of	Hastings	Annexation of part of the Township of Murray, Order issued March 10, 1960 effective March 31, 1960.
Welland, City of	Welland	Annexation of parts of the Township of Crowland, Township of Humberstone, Township of Pelham and Township of Thorold. Order issued November 22, 1960, effective January 1, 1961.
Windsor, City of	Essex	Annexation of part of the Township of Sandwich West, Order issued October 24, 1960, effective November 1, 1960.
Waterloo, City of	Waterloo	Annexation of part of the Township of Waterloo, Order issued March 21, 1960, effective March 31, 1960.

8) Municipal Unconditional Per Capita Grants

- 1) These grants were introduced in 1954 to replace the one-mill subsidy and the grants payable under The Police Act and The Fire Departments Act with the exception that the grants payable with respect to pension plans and Workmen's Compensation coverage for police and firemen were continued. The new system provided for a more equitable distribution and also much larger grants.

As required by The Municipal Unconditional Grants Act the population of each municipality in Ontario for the purpose of paying these grants in 1957 was determined on the basis of the census taken in 1956 by the Dominion Government. In determining the population of a municipality the Department used the 1956 Dominion census figure and adjusted it as follows:

- (a) According to any change in boundaries between date the census was made and the end of 1956.
- (b) By deducting the number of persons then in institutions, in defence establishments, on Indian Reserves or who were transient.
- (c) By allowing for errors in the 1956 census which were acknowledged by the Dominion Bureau of Statistics.
- (d) Where a municipality was incorporated after 1956 its population was determined as the Department deemed proper.

The Act also requires the Department to redetermine the population of any municipality for grant purposes whenever it appears that the population has increased by 7% of the population as last determined.

In 1960 population returns submitted by municipalities indicated that 163 reflected a change of 7% or more over the preceding year. Accordingly these municipalities were visited by a representative of the Department so that their populations could be redetermined.

The following is a summary of the results of these visits for 1960:

Population as claimed by municipality verified	102
Population as claimed by municipality increased	14
Population as claimed by municipality reduced	24
	140
Claims of increased population not substantiated	23
Total number visited	163

Municipal Unconditional Per Capita Grants (Cont'd)

PAYMENTS UNDER THE MUNICIPAL UNCONDITIONAL GRANTS ACT
1953

	1954 \$	1959 \$	1960 \$
Cities	7,967,743	13,593,632	14,672,000
Towns	1,135,621	2,392,107	2,621,000
Villages	244,024	493,436	519,000
Townships	2,255,268	4,853,807	5,142,000
Improvement Districts	35,501	113,525	114,338
Counties	-	11,662	11,662
	11,638,157	21,458,169	23,080,000

COMPARISON SHOWING EFFECT OF INTRODUCTION OF UNCONDITIONAL PER CAPITA GRANTS

	<u>Police, Fire and 1-mill Guarantee</u> 1953 \$	<u>Police, Fire and Uncon- ditional Grants</u> 1954 \$	1960 \$
Cities	3,146,056	8,138,297	14,938,300
Towns	892,252	1,172,380	2,666,000
Villages	241,605	252,057	529,000
Townships	965,706	2,276,158	5,177,000
Improvement Districts	36,305	36,010	115,038
	5,281,924	11,874,902	23,425,338

2) Payments in Lieu of Taxes - The Municipal Tax Assistance Act, 1952

To assist Ontario municipalities in their current financing, The Municipal Tax Assistance Act was passed in 1952, making provision for the payment by the Province to municipalities, of an amount equal to what they would have received at their general purpose tax rate if certain Crown properties had been taxable. This includes all levies, except those for school purposes, on real property and business assessment.

However, the municipality is still not authorized to levy taxes on provincial property or against the Crown in the right of Ontario or any Crown agency and the provisions of this Act do not apply to certain Crown properties.

2) Payments in Lieu of Taxes - The Municipal Tax Assistance Act, 1952 - (Cont'd)

All provincial property in a municipality must be valued each year by the Department for the purposes of the Act. This is made on the same basis as real property liable for municipal taxation is valued.

The following is a comparison of payments made by the Department under this Act in recent years:-

	1952	1955	1960
Cities	\$ 313,050	\$ 430,552	\$ 883,250
Towns	32,977	38,737	64,000
Villages	2,143	3,352	8,000
Townships	26,849	56,530	263,000
Improvement Districts	732	829	6,000
	<u>\$ 375,751</u>	<u>\$ 530,000</u>	<u>\$1,224,250</u>

3) Unconditional Grants Re Indigent Hospitalization

The Municipal Unconditional Grants Act, 1953, was amended in 1959 and 1960 to provide for unconditional payments to Counties, Cities and Separated Towns located in Counties, and to all classes of municipalities located in Districts to assist them in meeting the costs of indigent hospitalization. The grant was equal to the greater of 70 per cent of the statutory payments to hospitals less recoveries for the years 1959 and 1960 or 40 per cent of the annual average cost, similarly calculated, for the three-year period 1955 to 1957 inclusive.

Payments made to date in respect of this grant plus an estimated \$30,000 for pending claims are summarized as follows:-

Cities	\$1,721,000
Towns	85,000
Villages	2,000
Townships	81,000
Improvement Districts	3,000
Counties	648,000
	<u>\$2 ,540,000</u>

The Department of
Municipal Affairs,
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THE DEVELOPMENT AND SPECIAL PROJECTS BRANCH

THE DEVELOPMENT AND SPECIAL PROJECTS BRANCH

This Branch comprising a Director, two Supervisors, two Assistant Supervisors, two Principal Clerks and requisite stenographic and clerical staff, is concerned with municipalities which are in what might be described as the development stage and also with "special problem" areas.

The following are the municipalities and other areas which were the responsibility of this Branch during 1960:

Cities: Sudbury

Towns: Blind River; Capreol; Chelmsford; Levack; Sioux Lookout; Thessalon

Villages: Bancroft

Townships: Balfour; Blezard; Capreol; Cardiff; Casimir, Jennings and Appleby; Dowling; Drury, Denison & Graham; Falconbridge; Faraday; Hagar; Hanmer; McKim; Michipicoten; Neelon & Garson; Rayside; Red Lake; Waters

Improvement Districts: Balmertown; Bicroft; Elliot Lake; Manitouwadge; Marathon; Onaping; Red Rock

Unorganized Territory: Public School Section #1 Baird & Heyson; Public School Section #1 McKenzie Island; Public School Section #2 Lewis Township; Public School Section #2 Long Township.

A great deal of time has been devoted to the affairs of the Improvement District of Elliot Lake. This municipality was formed as a direct result of the need to house and provide municipal services for the employees of the uranium mines in the area.

Due to the lack of habitation, with the exception of one or two cottages, no form of local government was in existence in this area previously. However, from the date of its erection, September 1, 1955 to September 31, 1959, the population of the Improvement District has grown to approximately 25,000. Owing to the cancellation of uranium contracts and subsequent closing of certain uranium mines at Elliot Lake, the population has decreased to approximately 16,000. This tremendous population growth and decrease in such a comparatively short period of time has produced severe financial and practical problems. The provision of municipal services for a population of 25,000 which is now reduced to 16,000 has resulted in a capital debt load that the municipality cannot service. Ways and means have had to be devised to meet this situation and several temporary refinancing proposals as prepared by this Branch are presently being considered.

In performing its duties with respect to the various "new" municipalities, the Branch must at all times be cognizant of the administrative policies as determined not only by the Department but also the Cabinet Committee on Townsites and its sub-committee, the Administrative Sub-Committee on Townsites.

Visits to Municipalities

The responsibility of the Development and Special Projects Branch with respect to new municipalities is intended to extend wherever required to active participation in their administration. Thus members of the Branch, as an integral portion of their duties, are required to make reasonably frequent visits to the newer municipalities such as the Improvement Districts of Bicroft, Balmertown, Elliot Lake and the Township of Red Lake. Visits to other municipalities under the jurisdiction of this Branch are made at less regular intervals.

Members of the Branch are expected to attend and participate in meetings of councils, boards of trustees, school boards and such other meetings dealing with municipal administration in the locality being visited. In the case of the fully supervised municipalities it is customary, as a result of such visits, to suggest improvements in administrative methods including the revision or implementation of municipal by-laws.

Visits to municipalities are not necessarily confined, in the strict sense, to supervision; e.g., during 1960 several visits were made as a result of invitation by the municipalities concerned and in other instances members of the Branch participated in investigation into municipal finances and other matters.

The Branch has participated in investigations of two municipalities which were considered "Special Problems" during the year 1960.

School Section Administration

During the latter part of the year the Branch was requested to afford assistance in the administration of a Public School Section in municipally unorganized territory; Public School Section No. 2 of the Township of Lewis in the Territorial District of Algoma. Due to a prolonged breakdown in local

School Section Administration (Cont'd)

administration the Minister of Education commissioned the Provincial School Attendance Officer to administer the affairs of the Section. An official of the Development and Special Projects Branch of the Department of Municipal Affairs was in due course appointed Secretary-Treasurer and was authorized to proceed under the direction of the Provincial School Attendance Officer to discharge accrued liabilities (funds advanced from Department of Education appropriations) levy and collect taxes, arrange for the institution of proper bookkeeping methods, arrange for the annual audit and for a reassessment of lands in the School Section.

These functions of the Branch combine both supervision and participation and it is expected that such functions will continue for several months. Provision has been made for the continuity of administration by the appointment locally of an Assistant Secretary-Treasurer and Collector.

Departmental Approval

Many actions by municipal councils require Departmental approval. This Branch processes all such applications for approval from the municipalities under its jurisdiction. To avoid repetition these approvals are not listed under this Branch as they are enumerated in detail in the report of the Municipal Administration Branch.

Mining Municipalities

A municipality may be designated a mining municipality by the Minister under the regulations made pursuant to Section 36 of The Assessment Act, R.S.O. 1960, Chapter 23. Upon designation such municipalities become entitled to certain payments subject to the terms and conditions of the regulations mentioned above.

Over 90% of the municipalities under the jurisdiction of this Branch are designated mining municipalities. Such municipalities require the approval of the Department to -

- (a) the estimates of the municipality and its local boards;
and
- (b) The amounts to be provided for and included in the estimates,
whether to be provided by taxation or otherwise; and
- (c) The imposition, rating and levying of all rates, assessments and
taxation upon any or all of the rateable property within the
municipality; and

Mining Municipalities (Cont'd)

- (d) the rates, rents and charges imposed, levied or collectable for supply or service of any public utility; and
- (e) the imposition and charging of all licence, permit or other fees, charges and expenses; and
- (f) the sale or other disposition of any assets; and
- (g) the passing of by-laws providing for the issue of debentures, the hypothecation of debentures or the sale thereof.

Considerable time is devoted to these approvals particularly with respect to the annual budgets of the municipalities and of their local Boards.

General Administrative Assistance

Virtually every phase of municipal administration is referred to the Branch from time to time with accompanying requests for advice and assistance. While these requests emanate in the main from municipalities a considerable number are received from ratepayers groups, service clubs, chambers of commerce, ratepayers, historians, etc.

Many municipalities utilize the services of the Branch in regard to road closing procedures, assistance in the preparation of various standard types of municipal by-laws, the compilation of debenture repayment schedules, arrangements for printing of debentures and other general matters.

Ontario Municipal Improvement Corporation

The functions of the Branch include advice and assistance to municipalities applying to the Ontario Municipal Improvement Corporation for its purchase of debentures.

If circumstances warrant and particularly in respect to municipalities under the full supervision of the Branch assistance is given in the actual preparation of debenture by-laws and repayment schedules. Recourse to sale of debentures to the Ontario Municipal Improvement Corporation is particularly necessary in the case of the more recently created municipalities. In these cases due to the lack of previous financial background information a market for the debentures is virtually non-existent.

The purposes for which the Ontario Municipal Improvement Corporation may purchase debentures are limited to the following -

- (a) waterworks and water supply distribution systems;
- (b) sewage works, treatment works, sewer system or sewer;

Ontario Municipal Improvement Corporation (Cont'd)

- (c) plants and works for the incineration of garbage, refuse and wastes; and
- (d) drainage works under The Municipal Drainage Act.

Considerable purchases of debentures of the newer municipalities for other municipal purposes have been made by the Province of Ontario under a special Vote in the annual provincial estimates. Under this Vote the following debentures were purchased in 1960 -

- 1) The Improvement District of Elliot Lake
 - Floating Indebtedness (1959) - \$557,000.00
 - Floating Indebtedness (1960) - \$670,000.00
- 2) The Improvement District of Manitouwadge
 - Floating Indebtedness - \$100,000.00

Interdepartmental Liaison

The Branch is frequently called upon to provide information, statistics and analyses respecting municipalities and municipal functions to other Provincial Government Departments. It has also been requested to provide information regarding various municipal applications and projects. This facilitates handling of municipal applications by the departments concerned and promotes a better understanding of municipal problems.

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COMMUNITY PLANNING BRANCH

COMMUNITY PLANNING BRANCH

This Branch was formed as one of the main divisions of the Department of Planning and Development on its establishment. One of its first tasks was to assist in the drafting of new community planning legislation for Ontario, based on the examination of existing legislation in Canada and other countries. The resulting Planning Act, 1946 superseded that first passed in 1917.

On April 1, 1960 the Branch was transferred to the Department of Municipal Affairs.

Throughout 1960 it had an authorized complement of 68. There were also 10 employees on the "casual" staff.

The Branch has the following main divisions:

Administrative Section	Redevelopment Section
Design Section	Regional Studies Section
Official Plans Section	Subdivisions Section
Planning Organization Section	Zoning Section

Perhaps the most important responsibility of the Branch is the stimulating of community planning activities in all settled parts of the Province. Local communities, both large and small, are assisted to organize and tackle their problems intelligently and energetically. For the success attained much credit must go to the municipal councillors and municipal employees, to members and employees of planning boards and to the co-operation of various departments and agencies of both Provincial and Federal governments.

The various administrative functions arising from The Planning Act have been assigned to this Branch. These include processing of applications to the Minister for the definition of planning areas, for approval of official plans, redevelopment activities, and plans of subdivisions, and for consent to create single new lots in areas of subdivision control. Many of these call for considerable technical and administrative experience and involve the co-ordination of the activities of many governmental and other bodies.

An extensive advisory service is provided by the Branch in regard to such matters as official plans, zoning, building regulation, subdivision procedure and planning operations in general. The Branch has also performed certain direct planning operations such as the design of townsites at Manitouwadge, Elliot Lake and elsewhere. A development of recent years has been the regional studies programme.

Planning Areas and Planning Boards

In Ontario, planning boards are appointed by municipal councils. Under The Planning Act their functions include making studies of the physical, social and economic aspects of the planning area, seeking to promote its best development, publishing information about local planning activities, and preparing an official plan.

While many good planning areas include only one municipality, it is now recognized that many problems are best met by organizing joint planning areas consisting of several municipalities or parts of them. In 1960, eight joint planning areas were defined, viz:

Harrow and Colchester South	Saugeen and district
Wingham-Turnberry	Central Wellington
Owen Sound and district	Mitchell and district
Norwich and district	Chelmsford and Blezard Valleys

Seven single independent planning areas were defined in 1960, each consisting of one municipality which is not situated in any joint planning area. These are:

Exeter	Puslinch
Village of Ayr	Howland
Bruce	Bracebridge
Wiarton	

Subsidiary planning areas are smaller ones, located within a joint planning area, and dealing with primarily local matters. During 1960 there were eight of these defined, viz:

<u>Municipality</u>	<u>Planning Area in which Located</u>
City of Stratford	City of Stratford
Otonabee Township	Otonabee
Courtright Village	Courtright
Maidstone Township	Maidstone
Mara Township	Mara
Nichol Township	Nichol
West Garafraxa Township	West Garafraxa
Caldwell Township	Caldwell

Six existing planning areas were enlarged in 1960 mostly due to annexations and seven were dissolved by amalgamations.

Since 1946 there have naturally been a number of changes in planning areas, new ones defined, established ones altered or dissolved. At the end of 1946 there were a total of 23 planning areas of the three types just dealt with. At the end of 1960 the set-up was as follows:

Single Independent Planning Areas	- 162
Subsidiary Planning Areas	- 100
Joint Planning Areas	- 72
Total	<u>334</u>

Planning Areas and Planning Boards (Cont'd)

At the same time, municipalities wholly or partially within planning areas were:

Cities	30
Towns	115
Villages	51
Incorporated Townships	220
Unorganized Townships	34
Improvement Districts	5
Metropolitan Municipalities	<u>1</u>
Total	456

Official Plans

Communities grow and change as the result of innumerable decisions by their inhabitants.

It is important that these decisions be suitably co-ordinated on the basis of an agreed-upon pattern of development. The Planning Act provides for this through the adoption by the community of an official plan which is prepared by the planning board, adopted by the council and approved by the Minister of Municipal Affairs. The Branch processes the applications of such proposed plans, or amendments, for the Minister's approval.

This involves examining each application to make sure it is technically sound and is in the correct form, consulting planning boards, councils and officials of municipalities and government departments that might be affected. It also involves the general dissemination of information on procedures relating to official plans and their approval. Naturally all this necessitates a considerable amount of travel for members of the staff of the Official Plans Section.

During 1960 official plans were approved for nine planning areas, viz:

City of Cornwall	St. Mary's
Darlington	Shuniah
Grimsby and Suburban	Strathroy and Suburban
Meaford	Township of Tecumseth
Melancthon	

These brought the number of official plans approved since 1946 to a total of 100, covering all or parts of 120 municipalities.

Naturally not all official plans or amendments are approved as originally drafted.

During 1960 the following disposition was made:

Official Plans approved	- 9
Amendments approved	123
Applications refused or not recommended	- 2
Applications withdrawn or abandoned	<u>- 8</u>
	142

Official Plans (Cont'd)

During 1960 thirty-four applications for the approval of official plans were referred to the Ontario Municipal Board under sections 14 (4) and 29 of The Planning Act.

Zoning By-laws.

These are passed by the councils of local municipalities for the purpose of regulating the use of land and the erection and use of buildings in the interests of producing an harmonious land-use pattern including certain desirable standards of spacing of buildings, density of population, etc. Zoning by-laws were originally thought of as preventing certain conditions; now they are more often thought of as a positive means of implementing certain aspects of official plans.

It used to be considered that zoning by-laws were appropriate only to urban situations. Now it is realized that their use helps rural and resort municipalities to prevent the development of undesirable situations and to encourage the maintenance of sound and healthier conditions.

Many new zoning techniques are being developed both in Canada and the United States to improve and simplify the regulation of land use and of the erection and use of buildings without unduly limiting the traditional rights and privileges of the owners and occupants. This Branch devotes considerable attention to these new techniques and disseminates information about those which give most promise of improving zoning by-laws and their enforcement in Ontario.

The Branch maintains an advisory service in regard to zoning by-laws and other regulation of the use of land or the erection and use of buildings. In addition to the large number of consultations with representatives of municipalities and planning boards the Branch furnished written comment to such bodies on 595 by-laws in 1960.

The situation in Ontario in regard to the regulation of land use in the interests of sound community development is encouraging. At the end of 1960 at least 357 municipalities, or 36% of the 976 municipalities in the Province, including counties, had enacted zoning by-laws - all the cities, 56% of the towns, 22% of the villages, 33% of the townships and 25% of the improvement districts. Incidentally, counties have control over land use and the placing of buildings within 150 feet of all county roads.

Not all of these municipalities have zoning by-laws of high quality. However, 131 of the 357 municipalities have comprehensive zoning by-laws covering the entire municipality, which divide it into land-use zones and establish regulations on the use of land and the erection and use of buildings.

Zoning By-laws (Cont'd)

All zoning by-laws and amending by-laws require the approval of the Ontario Municipal Board. At the request of the Board the Community Planning Branch reviews all by-laws and amending by-laws submitted to the Ontario Municipal Board for approval. During 1960 the Branch commented to the Municipal Board on 628 by-laws and amending by-laws.

Committees of Adjustment

Committees of adjustment consisting of three or more members are appointed under The Planning Act by the municipal council but may be established only where the municipality has an official plan which has been implemented by one or more by-laws. During 1960, five new such committees were formed - Cornwall, Sudbury, Pembroke, Deep River and the Township of Widdifield. This brought to 67 the total number of committees then in existence.

The Community Planning Branch reviews all decisions of all committees of adjustment and in certain cases recommends that the decision be appealed.

During 1960, the Branch reviewed 2,072 decisions, down slightly from the 2,171 of 1959 but greater than in any previous year. The number of decisions appealed by the Minister in 1960 was 11 - one-half of the figure for 1959. Applicants to committees of adjustment appealed 69 decisions - the same as in 1959. Persons other than those already noted appealed 31 decisions in 1960 - compared with 37 in 1959. The total number of appeals in 1960 was 111 or 5.1% of the total number of decisions for the year - compared with 5.8% in 1959.

Urban Renewal

Ontario municipalities like those in other parts of Canada and in many other countries have shown in recent years a keen interest in urban renewal - that is in preventing deterioration of older sections, in rehabilitating areas that have begun to deteriorate and redeveloping some areas that have deteriorated too far for lesser measures. This general process of urban conservation in its varying forms is actively encouraged by the Community Planning Branch.

With such conditions in view and with the purpose of anticipating and arresting such deterioration, a number of Ontario municipalities have been conducting urban renewal studies. Central Mortgage and Housing Corporation pays 75% of the cost of approved studies, the municipality paying the remaining 25%. The Community Planning Branch acts as a liaison between these two parties and offers an advisory service in urban renewal matters to interested planning boards or municipalities.

In 1960, urban renewal studies were completed in Kingston, Sault Ste. Marie and London while they were under way in Ottawa and Sudbury.

Redevelopment

The Planning Act authorizes municipalities that have official plans to designate redevelopment areas, subject to the approval of the Minister of Municipal Affairs, and to engage in various redevelopment activities. In 1960 the designation of a redevelopment area in the City of Kingston was approved, as was the amending of the boundaries of the redevelopment area designated in 1956 in the City of Sarnia.

In 1959 the provincial policy in regard to contributions towards the cost of acquisition and clearance of redevelopment areas was broadened to permit greater flexibility in the planning of such projects. The old policy required the cleared area to be used for housing; the new policy stipulates that the project area must contain a substantial portion of residential use either before or after redevelopment. Provincial contributions have been as much as 25% of the cost of acquisition and clearance of lands in approved redevelopment projects.

The Community Planning Branch assists in the administration of those sections of The Planning Act relating to urban renewal and redevelopment and co-ordinates all provincial interests where a financial contribution is made towards such a project. Approval of provincial contributions towards projects in Windsor and Sarnia was granted in 1960.

Minimum Standards Study

At the present time the Branch is conducting a comprehensive study to discover what measures should be adopted by municipalities to improve and conserve housing and to ensure minimum standards of occupancy and maintenance of dwellings. The estimated cost of the study is \$32,000. Central Mortgage and Housing Corporation will bear 75% of this cost and the Province 25%.

Municipalities have available to them a number of controls in such fields as zoning, subdivision of land, structural safety, health and fire, but there has been little, if any, comprehensive control directly over the occupancy and maintenance of existing dwellings. Lack of maintenance and overcrowding of dwellings are both cause and effect in the blighting process that has attacked many of the older sections of our urban communities.

The study is expected to produce a model set of minimum standards and to develop a study technique that might be used for this type of problem generally. An interim report covering most of the material collected from Ontario sources was published in 1960. A further interim report is expected early in 1961 with the final report following soon after.

Land Subdivision

It is not long ago since the subdivision of land was little more than the legal demarcation of the limits of road allowances and the boundaries of lots and blocks of land. Today it is recognized that a plan of land subdivision is the first step in a physical development which profoundly affects the whole community. In these circumstances the development of even one new lot is significant and in most areas may require the approval of the planning board or the Minister of Municipal Affairs. It must be shown in cases of the approval of plans of subdivision that provision is made for the construction of roads, installation of various essential services, allotment of public open space and the identification of school sites and shopping areas.

Areas of Subdivision Control

During 1960, one city, 8 towns, one village, 19 townships and one improvement district for the first time passed by-laws designating areas of subdivision control. This brings the number of municipalities having such areas of control up to a total of 330.

According to The Planning Act all by-laws altering or dissolving areas of subdivision control require the approval of the Minister. During 1960 three cities, three towns and 15 townships altered areas of subdivision control with the Minister's approval.

Section 26 (3) of The Planning Act provides certain exemptions from the requirement that a plan of subdivision must be approved and registered in areas of subdivision control when a parcel of land is to be divided into two or more lots or blocks. Planning boards may grant consent to the creation of individual lots. Where there is no planning board then the Minister is the only authority. In 1960 there were 284 applications for consent received by the Minister, compared with 189 in 1959. There were 268 consents granted by the Minister in 1960 - much higher than for any previous year.

Approval of Plans of Subdivision

During 1960 there were 1060 applications for approval of draft plans of subdivision received. There were also 201 revised draft plans submitted making a total of 1261 submissions.

There were 804 draft plans of subdivision approved in 1960 and 815 final plans approved.

Lands for Public Purposes (Five-Percent Lands)

The Planning Act authorizes the Minister of Municipal Affairs to require as a condition to the approval of a plan of subdivision that land to an amount not exceeding five per cent of that in the plan be conveyed to the municipality for public purposes other than highways. The Minister may alternatively authorize payment of money to the municipality in lieu of the usual conveyance. All money so received must be expended only for the purchase of alternative lands for public purposes. It is generally accepted that such lands are intended for parks, recreational areas, etc.

During 1960, the Minister authorized the acceptance of money in lieu of conveyance of land in 28 instances amounting to \$515,098.50. Further approvals were 94 sales of five-percent lands totalling \$484,428.57 and purchases of land totalling \$361,870.70. The total number of transactions in all three categories was thus 143 for a total of \$1,361,397.67.

Minister's Orders

Under Section 27 of The Planning Act the Minister is authorized to make orders having the effect of municipal by-laws designating areas of subdivision control or of zoning by-laws. They are primarily intended for unorganized territory and are used most sparingly elsewhere. Only 9 such orders have been made since 1946 and only 3 were still in force at the end of 1960. One of these orders was passed in 1960, covering an area near Blind River and Elliot Lake.

Regional Studies

It is fairly obvious that to be a source of information one must always be active in collecting and organizing it. For this reason the Branch started in 1957 a programme of regional studies. Broadly speaking the objective is to provide planning boards, municipal councils and other local agencies with information about the physical, social and economic characteristics of the area. It is also to assist the Community Planning Branch in carrying out its full range of administrative and advisory duties. Further it is to provide various government departments, industrial and business organizations, etc. with information on a regional basis. Finally it is to emphasize the inter-municipal and regional relationships of the areas studied, for the purpose of indicating the need for planning on the bases of wider areas.

Regional Studies (Cont'd)

The first area study was that part of the valley of the St. Lawrence River most directly affected by the gigantic power and seaway projects. The Hydro-Electric Power Commission of Ontario and the local municipalities were involved in the re-location of entire communities that were to be flooded. This study was a very comprehensive and thorough one and proved itself to be very valuable. Reports on different aspects of the complete study have been in considerable demand.

Later, a similar study was made of the Niagara Peninsula and a brief study of the Sudbury and Blezard Valley area. In process at the end of 1960 was a study of the area between Hamilton and Oshawa.

Field Service and Conferences

As noted elsewhere the Branch is required to devote considerable time to advising municipalities, planning boards and other agencies on various procedural and technical aspects of community planning. The Branch also convenes conferences and planning workshops and prepares and distributes manuals and other publications containing useful information and ideas to those locally responsible for planning activities.

During 1960, officials of the Branch paid some 551 visits to 255 communities. This was lower than in 1959 because the increased volume of administrative work made it necessary to curtail many visits that had been requested by various communities.

During 1960 seven planning workshops were held. Although held at Barrie, Sudbury, Stratford, Newmarket, Windsor, Chatham and Brockville, there were in the aggregate some 128 municipalities participating represented by nearly 500 persons in planning organizations or in municipal life. There are always far more requests for these planning workshops than the resources of the Branch can satisfy.

Planning Staff Conferences

Since 1958 the Branch has been holding two planning conferences each year for representatives from the staffs of the 35 planning boards in the Province with full-time staffs. The advantages to both parties are fairly obvious. During 1960 the usual two conferences were held. At the first one 37 attended, representing 23 planning boards. At the second 45 attended, representing 30 planning boards.

Publications

The Branch places considerable value on its publications of various kinds, disseminating procedural and technical information to local officials and supplementing

Publications (Cont'd)

such information as may be available to them from outside sources.

"Ontario Planning" - This is a "workhorse" publication, inexpensively produced within the Department, serving as an economical and effective means of channelling important information to planning boards, committees of adjustment and municipal councillors and officials. Seven issues in 1960.

"Consolidation of Legislation" - An annual consolidation of The Planning Act. It is sent to planning boards, committees of adjustment, municipal councils, surveyors, planning consultants, and various officials and others who use the Act frequently. This is a valuable service and much appreciated. A new consolidation was prepared after the first session of the Legislature in 1960, of which 10,000 copies were printed.

New and Revised Publications

The following are some of the 17 new or revised publications issued by the Branch in 1960

- 1) "A Better Place to Live" - first interim report of study of minimum standards issued April 1960.
- 2) "Procedures for Amendments to Official Plans" (provisional manual) issued May 1960.
- 3) "Aircraft Noise at Malton Airport" - reprint of 1958 report.
- 4) "Sudbury Area Report" - report of Branch study issued August 1960.
- 5) "Urban Renewal Notes" - revision of procedure manual issued August 1960.
- 6) "Recreation Area Standards" - from various sources issued September-October 1960.
- 7) "Setting for Recreation - Halton and Peel Counties" - issued September-October 1960.
- 8) "Canadian Provincial Planning Officials - 1959 Conference Proceedings" (Canada-wide conference)
- 9) "Canadian Provincial Planning Officials - 1960 Conference Proceedings" (Canada-wide conference)
- 10) "Northern Ontario Economic Development Committee Reports on Forestry, Tourism, Agriculture and Transportation" - issued May and June 1960.
- 11) "Municipal Roads and Streets on Proposed Plans of Subdivision" - address to Ontario Good Roads Association by Mr. K. Hidaka, Community Planning Branch - February 1960.

Publications Available for Distribution

The Branch has copies of over 40 publications available for general or limited distribution, in addition to back issues of Ontario Planning. Many are published by the Branch, others by various other planning organizations.

Reprints of Publications

During 1960 the Branch reprinted 18 items, including manuals, articles from Ontario Planning, draft by-laws, etc.

Study of Aircraft Noise

The increase in the size of aircraft and the expansion of cities into areas where airports are located have made the noise from aeroplanes an increasingly difficult planning problem. In 1958 a committee was formed by the then Department of Planning and Development to investigate this question. The representation was very broad, including the Canadian and Ontario governments, Toronto Township Planning Board, Etobicoke Planning Board and Metro Toronto. The chairman was Mr. D. F. Taylor, Chief Planner in the Community Planning Branch.

The report which was released in January 1960 contained numerous recommendations for minimizing the noise which are being studied by the various authorities concerned.

The Department of
Municipal Affairs,
Annual Report, 1960

THE ONTARIO MUNICIPAL BOARD

THE ONTARIO MUNICIPAL BOARD

MEMBERSHIP AND ORGANIZATION

The membership and organization of the Board during the period covered by this report was as follows:

L.R. CUMMING, M.A., Q.C. (Appointed Deputy Minister of Municipal Affairs February 1, 1960)	Chairman
J.A. KENNEDY, Q.C. (Appointed Vice-Chairman of the Board October 1, 1956; (Appointed Chairman of the Board February 1, 1960)	Chairman
R.C. ROWLAND (Deceased: March 22, 1960)	Vice-Chairman
C.W. YATES, Q.C. (Appointed General Municipal Counsel Department of Municipal Affairs March 1, 1960)	Vice-Chairman
R.L. KENNEDY (Appointed February 15, 1951)	Vice-Chairman
J.R. TURNBULL (Appointed June 1, 1960)	Vice-Chairman
C.F. NUNN (Appointed July 1, 1952)	Member
W. GREENWOOD, B. Sc. (Appointed January 1, 1953)	Member
D. JAMIESON (Appointed December 1, 1955)	Member
V.S. MILBURN (Appointed April 1, 1956)	Member
A.L. McCRAE (Appointed December 1, 1958)	Member
.....	
B. VICKERS (Appointed by order of the Board dated December 14, 1959)	Acting Secretary

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1960 SUMMARY

NUMBER OF APPLICATIONS	1960	1959	Totals	1960	1959
Capital expenditures	2,415	2,567			
Miscellaneous	1,553	1,801		3,968	4,368
NUMBER OF ORDERS ISSUED					
Capital expenditures	3,710	3,692			
Miscellaneous	922	1,144		4,632	4,836

The Department of
Municipal Affairs,
Annual Report, 1960

1960 Summary (Cont'd.)

DAYS OF PUBLIC HEARINGS	1960	1959	Totals	1960	1959
Annexations & Amalgamations	57	121			
Arbitrations	193	121			
Assessment Appeals	117	110			
Restricted Area By-laws, including references and appeals under The Planning Act	793	1,015			
Capital expenditures, including Local Improve- ments and Dispensation of Vote	413	408			
Incorporations and Erections	6	14			
Drainage Appeals	16	-			
Special Legislation	6	4	1,601		1,916

R E P O R T

of

THE ONTARIO WATER RESOURCES COMMISSION

is issued independently

and is not included in the Departmental

Report

The Department of Municipal
Affairs, Annual Report 1960

THE MUNICIPAL ADVISORY COMMITTEE

The Department of Municipal
Affairs Annual Report, 1960

MUNICIPAL ADVISORY COMMITTEE

The Committee consists of a Chairman and six Members appointed by Orders-In-Council 976 and 1262/59 for a period terminating on March 31st, 1961.

The following persons are Members of the Committee:

Alfred H. Cowling, M.P.P.	Chairman
K. Grant Crawford	Director, The Institute of Local Government, Queen's University
W.H. Heaton	formerly Comptroller, Township of East York
Wm. G. Manning	Clerk-Treasurer, County of Ontario
D.M. Martin	Clerk, City of Fort William
J.W. McBain	Clerk-Comptroller, Township of Teck
E.C. Reid	Clerk, City of St. Thomas

During the year the practice of holding ten three-day meetings was adhered to - meetings were dispensed with during the vacation months of July and August.

Following each meeting a report was made to the Minister and also three special reports continuing the Committee's recommendations on the revision of The Assessment Act. The recommendations made have dealt with assessment matters, The Municipal Act, ambulance services, voting at municipal elections and the financing of the high school board of a municipality made necessary by the non-receipt of the fees for the tuition of non-resident pupils during the year in which the expense is incurred.

The Committee wishes to thank those who have attended its meetings in order to present information on specific matters - The Ontario Creamerymen's Association, Association of Assessing Officers of Ontario, Canadian Pacific Railway Company, Canadian National Railways, The Bell Telephone Company of Canada, submission of a brief re Ontario Ambulance Services, a representative of the Department of the Attorney-General, the Ontario Water Resources Commission and a member of this Department.

